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# U.S.--Marine Corps

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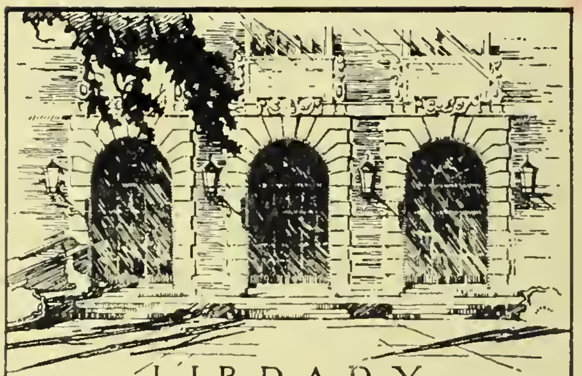

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# MARINE CORPS MANUAL

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1940

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# MARINE CORPS MANUAL

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HEADQUARTERS U. S. MARINE CORPS,
*Washington, June 3, 1940.*

The accompanying Marine Corps Manual is for the instruction and guidance of the United States Marine Corps and supersedes prior editions.

T. HOLCOMB,
*Major General Commandant.*

Approved:
LOUIS COMPTON,
*Acting Secretary of the Navy.*

## Chapter 1

# GENERAL INSTRUCTIONS

| | |
|---|---|
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## *Section 1.—OFFICERS*

### OFFICERS, DUTIES OF

### 1–1

Officers serving with a command shall familiarize themselves with the details of its administration, and shall perform such duties connected therewith as may be prescribed by the commanding officer.

### ORDERS AND PUBLICATIONS

### 1–2

(1) Orders and publications will be distributed to officers and offices as follows, subject to such modifications as may be made by the Commandant of the Marine Corps from time to time. [C. M. C. M. 2.]

(2) Those receiving orders and publications are required to keep their publications corrected to date of last changes and to keep files of the orders listed. [C. M. C. M. 3.]

(3) Commanding officers and officers in charge of offices are required to maintain the files of orders and publications listed in the following table. These files and publications become part of the official permanent files of the office concerned. [C. M. C. M. 3.]

(4) When an individual is separated from the active service any books in his personal possession received from the Director, Personnel Department, or from the Depot Quartermaster, Philadelphia, Pa., will be returned to the office from which received. [C. M. C. M. 3.]

(5) Those receiving books from the Director, Personnel Department, will promptly notify the proper accountable officer in order that the books may be taken up on the property account. [C. M. C. M. 3.]

| | A | B | C | D | E |
|---|---|---|---|---|---|
| Navy Regulations [1] | | x | x | x | x |
| Navy Department General Orders [2] | | x | x | x | x |
| Landing Force Manual [1] | | xa | | | |
| Marine Corps Manual [1] | | x | x | x | x |
| Marine Corps Orders [2] | | x | x | x | x |
| Circular letters [2] | x | x | x | x | x |
| Uniform Regulations [1] | | xb | | | |
| Field Service Regulations [1] | | x | | | |
| Staff officers' Field Manual [1] (FM 101-5) | | x | | | |
| Infantry Field Manual [1] | | x | | | |
| Rules of Land Warfare [1] | | x | | | |
| Court-martial orders [2] | | xa | x | x | x |
| Marksmanship qualifications [2] | | x | | x | |
| War Department General Orders [2] | | x | | | |

[1] Furnished by the Depot Quartermaster, Philadelphia, Pa.
[2] Furnished by the Director, Personnel Department.
A All officers.
B All posts, stations, and organizations, including independent offices.
C Offices of disbursing and accountable quartermasters, except where the commanding officer is the post or organizational quartermaster.
D Offices of disbursing paymasters and paymaster deputies.
E Officers and warrant officers of the Paymaster Department.
a Number to be furnished will be as determined by the Commandant of the Marine Corps.
b The organizations which will be furnished will be as determined by the Commandant of the Marine Corps.

Distribution to the Government Departments and at Headquarters Marine Corps will be determined by the Commandant of the Marine Corps. [C. M. C. M. 2 and 3.]

(6) Distribution of publications not mentioned herein is covered in Marine Corps Orders. Retired officers assigned to active duty will be furnished such publications as may be directed by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(7) Commanding officers will cause all orders affecting the officers and enlisted men of their commands to be published at the first parade following the receipt of such orders.

(8) Requests for publications not mentioned herein should be made on the Quartermaster. [C. M. C. M. 2.]

(2) Company officers will be utilized as far as practicable for guard duty and duty with troops.

### QUARTERMASTERS AND PAYMASTERS ATTACHED TO A MILITARY ORGANIZATION OR POST

### 1–4

(1) Commanding officers of military organizations or posts may require the attendance of quartermasters and paymasters at inspections and at military ceremonies.

(2) Quartermasters and paymasters below field rank may be required to perform duty as officers of the day, but only after all other officers of appropriate rank attached to the command are reduced below three. They should be required to attend a sufficient number of drills and exercises to insure familiarity with these duties.

(3) Commanding officers will not detail quartermasters or paymasters for duty on courts or boards when other officers are available for such detail. In general quartermasters and paymasters should not be assigned any duties which would interfere with their paramount duty of exercising proper care and supervision of the property and funds entrusted to them.

### POST QUARTERMASTER

### 1–5

(1) **Detail of.**—Post quartermasters are detailed by the Major General Commandant upon recommendation of the Quartermaster. They will not otherwise be detailed, except in an emergency, when a report of the circumstances will be made to the Major General Commandant. When practicable, a post quartermaster will be detailed for each post or station.

(2) **Accountability.**—Post or other quartermasters of a command will be in charge of and accountable for and shall receive and issue all Government property of the command pertaining to the Quartermaster's Department.

(3) **Duties.**—Post quartermasters shall attend to all matters pertaining to the Quartermaster's Department. They shall have supervision over men receiving compensation as specialists who are assigned to work being performed under the Quartermaster's Department. Specialists will be held to such hours of labor as may be expedient and necessary, but except in case of urgent public necessity, as in military operations, eight hours will be considered a day's work.

(4) **At small posts.**—At posts where the authorized complement is 100 men or less and at posts where there is no post quartermaster detailed, all duties assigned such officer by this article will be performed by the commanding officer.

### COMMAND OF MARINES ON ARMY TRANSPORTS

### 1–6

When regularly organized units of the Marine Corps are embarked for transportation on an Army transport the commanding officer of such units will command all members of the Marine Corps on board junior in rank. When marines who are not regularly organized as a unit or units are so embarked and there is no regularly organized unit on board, the senior line officer of the Marine Corps junior to the commanding officer of troops of the Army, or the senior line noncommissioned officer, in the absence of such a commissioned or warrant officer, will command the members of the Marine Corps junior in rank.

### NAVY TRANSPORT REGULATIONS

### 1–7

(1) Paragraphs 23 to 32, inclusive, of Navy Department Instructions for Vessels of the Naval Transportation Service dated November 23, 1937, and made effective January 1, 1938, are quoted for the information and guidance of officers of the Marine Corps:

23. When members of the Marine Corps are being transported aboard vessels of the Naval Transportation Service the applicable provisions of the Navy Regulations articles 627, 628, 629, and 1455 to 1460, shall be strictly complied with.

24. The commanding officer of the vessel shall:

(*a*) Assign marine officers to quarters in accordance with their seniority in rank, but they shall not displace the officers regularly attached to the vessel as a part of the complement.

(*b*) After consultation with the commanding officer of troops arrange for the quartering and messing of the troops.

(*c*) After consultation with the commanding officer of troops, have prepared for each marine taking passage as soon as practicable after arrival, a card giving his billet, mess, battle station, and station for fire, collision, and abandon ship.

(*d*) Designate the parts of the ship where the units of the marine detachments are to fall in for muster and for other military formations.

(*e*) Require the senior medical officer of the ship to adapt the procedure outlined in the Navy Regulations, article 1457 (2), applicable to the Army, to the marine detachments taking passage.

(*f*) After consultation with the commanding officer of troops, prescribe the uniform of the day for the marines.

(*g*) In ordering summary courts martial and deck courts upon enlisted men of the Marine Corps, order marine officers to this duty if practicable.

(25) The senior line officer of the Marine Corps, in command of detachments of marines, will assume command of all marine detachments taking passage, with the title of "Commanding Officer of Troops."

(26) All marine officers taking passage, not attached to a detachment, who are junior to the commanding officer of troops, shall report to him for duty. Marine officers senior to the commanding officer of troops will have the status of casual officers, and they will not be called upon for duty with troops.

(27) Marines taking passage as individuals will be organized as a detachment by the senior marine line officer passenger who will become the commanding officer of troops.

(28) The senior noncommissioned officer of the line of the Marine Corps will perform the duties of the commanding officer of troops in case there is no marine officer of the line taking passage.

(29) **The commanding officer of troops shall:**

(*a*) After consultation with and approval of the commanding officer of the ship, detail a guard, and cause to be posted the necessary sentries and orderlies.

(*b*) Designate daily an officer of the guard who shall—

(1) Be responsible for the execution of all orders promulgated by the commanding officer of troops.

(2) Accompany the commanding officer of troops on his daily inspection of the living quarters and other spaces occupied by the marines.

(3) Report to the executive officer of the ship at 2000 each day to receive any special instructions.

(*c*) Be responsible for the cleanliness and sanitary condition of all compartments or spaces occupied by the marines.

(*d*) Detail a sufficient number of cooks, helpers, and messmen, in order that the food for the marines may be properly prepared and served.

(*e*) Inspect daily the living quarters and other spaces, including washrooms and toilets occupied or used by the marines.

(*f*) If the detachment is large, detail a mess officer, who will be charged with all matters pertaining to the marines' mess. In case a mess officer is not detailed, this duty will be performed by the officer of the guard.

(*g*) Be responsible for the arms, accouterment, and clothing belonging to all marines taking passage, and shall report to the commanding officer of the ship all cases of loss or damage, in order that responsibility may be fixed.

(*h*) After approval of the commanding officer of the ship, specify the times for daily muster and inspection, drills, and exercises on board, landing for marching exercises ashore, scrubbing of clothes, bags, and hammocks, and airing of bedding.

(*i*) Be present at ship's mast when cases involving marines are under investigation, in order that he may advise the commanding officer of the ship.

(*j*) Accompany the commanding officer of the ship on his weekly inspection of those parts of the ship assigned to the marines.

(*k*) Prepare liberty lists for the marines and submit them to the commanding officer of the ship for his approval.

(*l*) Prepare the necessary payrolls and vouchers and deliver them to the ship's disbursing officer when monthly money is to be issued to the troops.

(30) The loading and unloading of the cargo and equipment of the marines taking passage shall be under the charge of the commanding officer of the ship. The order in which the cargo shall be stowed shall be decided upon by the commanding officer of the troops, after consultation with the commanding officer of the ship, in order that the stability of the ship shall not be endangered in loading. The commanding officer of troops shall furnish the number of men requested by the commanding officer of the ship to assist with loading and unloading.

(31) Marines taking passage shall take part in all ship's emergency drills. These drills are battle stations, fire quarters, collision quarters, and abandon ship.

(32) Enlisted men of the Marine Corps, while being transported in a naval vessel, shall be subject to and shall obey the regulations of the ship, and shall be liable to their proportionate share of police and guard duty whenever the commanding officer of the ship shall deem it advisable to divide those duties between the enlisted men of the Navy and those of the Marine Corps on board. Enlisted men of the Marine Corps may also be called upon, but only when, in the judgment of the commanding officer, there is an emergency,

to perform such duties as their special knowledge and skill may enable them to perform.

(2) In addition to carrying out the instructions contained in the foregoing quotation the commanding officer of troops will take necessary steps in connection with clothing issues and accounts to insure compliance with articles 15–7 (6) (b), 15–13, 15–16 (2), and 15–18 (2).

### PHOTOGRAPHS AND FINGERPRINTS

### 1–8

(1) On receipt of every commission each officer will forward to Marine Corps Headquarters a photograph of himself in the uniform of the new rank for file with his official record. The photographs should preferably be unmounted, of approximately 2½ by 2½ inches, and show the head and shoulders of the officer, uncovered. The photographic print should be pasted in the center of a sheet of official size paper, and the following data typed below the photograph: (*a*) Name and rank; (*b*) approximate date of photograph; (*c*) signature. The photograph should be transmitted with the form for acceptance and oath of office.

(2) On receipt of original commission each officer will forward his fingerprint record on Forms NMC 330 and 331 to Marine Corps Headquarters for file.

### EDUCATIONAL COURSES FOR OFFICERS

### 1–10

(1) Upon the completion of the basic school course a marine officer will enroll in the Marine Corps Institute for a course in bookkeeping, accounting, and auditing. When an officer has once enrolled he will be required to complete the course unless exempted as provided in paragraph (3).

(2) The time prescribed for the completion of the course in bookkeeping, accounting, and auditing is two years, but the time may be extended upon application to the Major General Commandant if an officer becomes due for promotion and is preparing for examination, or is taking a course or on duty in any capacity at any school (including correspondence courses of the Marine Corps schools), or is unable to continue the course because of sickness or other legitimate reason.

(3) The bookkeeping and accounting course may be completed at any time by passing satisfactorily the required examination upon application therefor to the director, Marine Corps Institute.

(4) Upon completion of the course in bookkeeping, accounting, and auditing, the director of the institute will inform the Major General Commandant in order that a notation may be entered in the officer's record.

(5) Correspondence about enrollments and information concerning the course will be addressed to the director of the Marine Corps Institute.

### LETTERS OF COMMENDATION

### 1–11

(1) Letters of commendation will be issued only for exceptional performance of duty beyond and above that which is required and expected of an excellent officer of high attainment and principle, and will be issued only by general officers and those who command brigades or equivalent organizations on separate duty.

(2) Officers will not issue letters of commendation to those on whom they make fitness reports, but will include appropriate remarks in such reports. Subordinate officers who desire to have others officially commended will make appropriate recommendations to those charged with making fitness reports or authorized to issue letters of commendation, as the case may be.

### OFFICERS' CHOICE OF STATION

### 1–12

Officers are afforded the opportunity, through the medium of official letters to the Major General Commandant, to indicate preference for duty and station.

### LEAVES OF ABSENCE FOR OFFICERS

### 1–17

(1) The following are authorized, subject to such restrictions as may be imposed by higher authority, to grant leaves of absence of one month or less per fiscal year:

(*a*) Commanding officers: Department of the Pacific; Marine Barracks, Quantico, Va.; Marine Barracks, Parris Island, S. C.; and Marine Corps Base, Naval Operating Base, San Diego, Calif.

(*b*) Commanding officers of the Navy who are authorized to grant similar leave to naval officers.

(*c*) Commanding officers of brigades and officers higher in command serving outside the continental United States.

(*d*) Officers designated by the Major General Commandant.

(2) The granting of leave of absence by officers in charge of recruiting divisions is governed by article 2–82.

(3) Officers requesting leave will state in their applications the leave, if any, they have had during the current fiscal year.

(4) When an officer is granted more than 15 days' leave of absence a copy of the request and approval, showing the leave address, will

be forwarded to the Major General Commandant by the officer granting the leave. When an officer on duty on a foreign station is granted leave with permission to visit the United States, report of such leave, together with probable date of arrival in United States and address while on leave, will be sent by dispatch to the Major General Commandant by the officer granting the leave. (See art. 24–75.)

(5) All leave of absence taken will be reported to the Major General Commandant on Form NMC–730 by the officer taking the leave and will be entered on the muster roll.

(6) Leaves of absence will include travel time, except as provided by article 1727 (2), Navy Regulations.

(7) Leave of absence is not sufficient authority for absence of a member or judge advocate from general-court-martial duty, and relief should be effected before the officer departs on leave. In forwarding to the Major General Commandant requests for leave for such officers, suitable nominations for reliefs should be made.

### PERMISSION TO LEAVE THE UNITED STATES

### 1–18

(1) Officers and enlisted men will not leave the United States on leave or furlough to visit foreign countries other than Canada and Mexico unless application for permission to do so has been approved by the Major General Commandant.

(2) Visits to Canada or Mexico while on leave, liberty, or furlough, or while traveling from one station to another do not require the permission of the Major General Commandant provided civilian clothes are worn during the visit.

(3) Officers and enlisted men, except those serving in naval vessels visiting Canadian or Mexican ports, who desire to enter Canada or Mexico in uniform will make advance request to the Major General Commandant to arrange for the visit through diplomatic channels.

### REPORT OF DEPENDENTS ENTITLED TO TRANSPORTATION

### 1–19

(1) All officers and warrant officers and all noncommissioned officers above the rank of sergeant who have dependents for whom transportation will be required upon change of station will keep the Major General Commandant informed at all times of the names and relationship of such dependents. In the cases of children the sexes and dates of birth will be stated.

(2) Commanding officers will see that noncommissioned officers of their commands make these reports as required.

## ORDERS AND TRAVEL

### 1–20

(1) Reporting for duty in obedience to orders is covered by article 132, Navy Regulations. The following instructions are supplementary thereto:

(*a*) ON DETACHMENT.—When an officer is detached from one permanent duty station and ordered to proceed to another permanent duty station, the orders affixing no date and not expressing haste, he is allowed 4 days' time (proceed) in addition to travel time in reporting to his new permanent duty station. Example: An officer detached on August 1 is required to report at his new permanent duty station not later than midnight August 5, plus the necessary travel time from the old to the new duty station.

(*b*) TRAVEL TIME.—Actual travel time is in addition to the time allowed before reporting. Travel time is counted in whole days. Where travel by the shortest usually traveled route is 24 hours or less, only 1 day's travel time is allowed. Travel time on land is based on the assumption that the travel is by rail over the shortest usually traveled route. At sea it varies, depending on whether the officer is ordered to travel by Government or commercial transportation. Generally speaking, it is based on the assumption that the travel will be performed by the shortest traveled route.

(*c*) PROCEED TIME, WHEN TAKEN.—When travel is involved under orders, the time allowed in which to report may be taken before commencing the travel, en route, or upon completion of travel.

(*d*) TEMPORARY DUTY.—When an officer is given orders to proceed and report for temporary duty at one or more temporary duty stations upon the completion of which to return to his permanent duty station, he is allowed proceed time, plus travel time, as stated in subparagraph (*a*) above, only between his permanent duty station and the first temporary duty station. No further proceed time is allowed. Proceed time not taken prior to reporting at first temporary duty station may not be taken after completion of the temporary duty and prior to reporting to the next temporary duty station or return to the permanent station.

(*e*) TEMPORARY DUTY AND SUBSEQUENT DETACHMENT.—When an officer is ordered to proceed to a temporary duty station and while on such temporary duty receives modification of orders or new orders detaching him from his permanent station and ordering him to proceed to a new permanent station upon the completion of the temporary duty, he is allowed proceed time, plus travel time, as stated in subparagraph (*a*) above, between the temporary duty sta-

[C. M. C. M. 3.]

tion and the new permanent station, in addition to any proceed time which may have been taken prior to reporting at the temporary duty station.

(*f*) DETACHMENT WITH TEMPORARY DUTY EN ROUTE.—When an officer is detached from one permanent duty station and ordered to another permanent duty station and assigned temporary duty en route, he is allowed proceed time, plus travel time, as stated in subparagraph (*a*) above, only upon detachment from his permanent station and prior to reporting for the temporary duty involved. No additional time will be allowed after completion of the temporary duty and prior to reporting to the new permanent duty station. Proceed time not taken on detachment from the old duty station and prior to reporting for temporary duty may not be taken after the completion of the temporary duty and prior to reporting at new duty station.

(*g*) RESERVE AND RETIRED OFFICERS ORDERED FROM AN INACTIVE STATUS TO ACTIVE DUTY.—Upon being ordered from an inactive status to active duty, Reserve and retired officers must proceed in sufficient time to report as directed by their orders. They are not entitled to pay or allowances for any travel time in excess of that required for travel via the shortest usually traveled route from their homes to their first duty station via the place of physical examination. Any travel time employed in excess thereof will be without pay or allowances.

(*h*) LEAVE.—When an officer, in obeying orders, is granted delay to count as leave, the date of reporting is computed in the following manner: Take the date on which the 4-day proceed time would have expired, and add to it the number of whole days travel time. This will give the date on which the officer would report without any authorized leave. To this add the authorized delay to be counted as leave, which will give the latest date on which to report. For example:

| | |
|---|---|
| Detached | 1 August. |
| 4-day proceed time | 4 |
| 3 days' travel time | 3 |
| Normally due to report | 8 August before midnight. |
| 15 days' delay to count as leave | 15 |
| Date on which to report | 23 August before midnight. |

In accordance with Navy Regulations, leave for 1 month beginning on the first day of a calendar month shall expire on the last day of the month, whatever its number of days. Beginning on an intermediate day, the leave will expire on the day preceding the same day of the next month. For example:

[C. M. C. M. 3.]

| | |
|---|---|
| Detached | 25 January. |
| 4-day proceed time | 4 |
| 5 days' travel time | 5 |
| Normally due to report | 3 February before midnight. |

With 1 month's delay leave begins February 3, report not later than March 3, before midnight.

(*i*) It would be erroneous to assume that because the day of returning from leave does not count as a day of leave if the officer reports before the hour of forenoon quarters on board ship or commencing work at a shore station, that the officer in the first example in the preceding subparagraph could report on August 24, provided he did so before the hour of forenoon quarters or of commencing work. The officer is not reporting from leave, but is reporting for duty after being granted a delay in such reporting.

(*j*) It is not deemed necessary for officers to avail themselves of the full allowance of 4 days in reporting in obedience to orders where the transfer takes place between two ships in the same port, or between two stations at the same place.

[C. M. C. M. 3.]

## *Section 2.—ENLISTED MEN*

### GRADES

### 1–21

(1) The pay grades of enlisted men in the Marine Corps and the relative rank in each grade are as follows:

First pay grade: Sergeant major; first sergeant; master gunnery sergeant; master technical sergeant; quartermaster sergeant; paymaster sergeant; master steward; master cook.

Second pay grade: Gunnery sergeant; technical sergeant; drum major; supply sergeant; steward, first class; cook, first class.

Third pay grade: Platoon sergeant; staff sergeant; steward, second class; cook, second class.

Fourth pay grade: Sergeant; mess sergeant; chief cook; field music sergeant; steward, third class; cook, third class.

Fifth pay grade: Corporal; field cook; field music corporal; steward's assistant, first class.

Sixth pay grade: Private first class; assistant cook; field music, first class; steward's assistant, second class.

Seventh pay grade: Private; field music; steward's assistant, third class. [C. M. C. M. 3.]

(2) Sergeant major is the senior rank of the noncommissioned officer grades of the Marine Corps and will take rank and precedence

over all noncommissioned officers of the first pay grade. [C. M. C. M. 3.]

(3) For the purposes of relative rank only, enlisted members of the Marine Band, whose pay and allowances are specifically fixed by law (see article 25–131), rank with other enlisted men assigned to pay grades, as follows:

First pay grade: Second leader.
Second pay grade: Principal musician.
Third pay grade: First-class musician.
Fourth pay grade: Second-class musician.
Fifth pay grade: Third-class musician.

### SERIOUSLY INJURED OR DANGEROUSLY ILL

### 1–22

Whenever a man is seriously injured or becomes dangerously ill, and unless there is objection on his part, his next of kin will be notified by dispatch. Until the patient is out of danger his condition should be reported with such frequency as may be warranted by the gravity of the case. Cases involving misconduct will be tactfully handled, having due regard for the feelings of the relatives. Information concerning such injury or illness should also be communicated to the Commandant of the Marine Corps, who will keep the relatives informed in cases where injury or illness has occurred at a post or station outside the continental United States. [C. M. C. M. 2.]

### CERTAIN RESTRICTIONS AND AUTHORIZATIONS CONCERNING EMPLOYMENT OF ENLISTED MEN

### 1–23

(1) Article 553, Navy Regulations, provides that: "Enlisted men shall not be employed as servants. This shall not be construed as precluding from messman duties those men who enlist in, or are inducted into, the Marine Corps or Marine Corps Reserve for messman duties; or men whose voluntary requests for transfer to that specialist duty are approved." [C. M. C. M. 3.]

(2) At all marine barracks and Marine Corps posts and offices within and without the continental United States this regulation will be interpreted to have the following meaning, viz:

(*a*) Enlisted men of the Marine Corps and the Marine Corps Reserve who have been specifically designated for messman duties may be employed to perform duties similar to those performed by the mess branch of the Navy in bachelor officers' quarters and messes, and general officers' public quarters upon authorization of the Secretary of the Navy. [C. M. C. M. 3.]

(*b*) No enlisted man will be employed as a chauffeur of a privately owned automobile.

(*c*) Enlisted men may be used to deliver horses to officer's quarters and to call for them.

(*d*) Enlisted men may be used to deliver coal and wood, commissary and other supplies to quarters of officers and enlisted men.

(*e*) Enlisted men may be detailed as firemen to care for the heating plants of public quarters, not more than one to be employed for each five sets of quarters. They will perform their duties under the post quartermaster and will not be ordered or requested to perform any work in or around the quarters by officers occupying the quarters or by members of their families.

(*f*) Enlisted men may be assigned as orderlies to general officers occupying public quarters, but such orderlies shall not be used as servants.

(*g*) Other than general officers occupying public quarters only those officers commanding administrative units will be entitled to orderlies, and such orderlies will be used for official purposes only in connection with the official duties of the officers concerned.

(*h*) Officers entitled to rental allowance will not be allowed the services of enlisted men in their quarters in any capacity.

(*i*) The necessary repairs to, and upkeep of, public quarters will be made by the Quartermaster Department.

## ENGAGING IN BUSINESS

### 1-24

(1) Hereafter no enlisted man in the active service of the United States in the Army, Navy, and Marine Corps, respectively, whether a noncommissioned officer, musician, or private, shall be detailed, ordered, or permitted to leave his post to engage in any pursuit, business, or performance in civil life for emolument, hire, or otherwise, when the same shall interfere with the customary employment and regular engagement of local civilians in their respective arts, trades, or professions (34 U. S. C. 449).

(2) A member of the Marine Band shall not, as an individual, furnish music, or accept an engagement to furnish music, when such furnishing of music places him in competition with any civilian musician or musicians, and shall not accept or receive remuneration for furnishing music except under special circumstances when authorized by the President (34 U. S. C. 702).

(3) Post and regimental bands, or members thereof, shall not receive remuneration for furnishing music outside the limits of their respective commands when the furnishing of such music places them in competition with local civilian musicians.

## HAIR CUTS

### 1–26

Enlisted men will, at all times, wear their hair neatly and closely trimmed. The hair may be clipped at the edges of the sides and back, but must be so trimmed as to present an evenly graduated appearance, and must not be over 2 inches in length. The back of the neck must not be shaved.

### QUARTERMASTER AND PAYMASTER SERGEANTS

### 1–27

(1) **Quartermaster sergeants and supply sergeants** will be detailed for duty upon the recommendation of the quartermaster, according to the strength of the command. They will be mustered in the office of the organization quartermaster and perform their duties under his direction. They will be assigned such duties as the organization quartermaster may deem for the best interests of his department; these duties should, however, be changed from time to time in order that quartermaster sergeants and supply sergeants may be familiar with all the duties pertaining to their rank. They will not, except in cases of emergency, be required to perform any duty outside of the Quartermaster Department. Other enlisted men may, if necessary, be detailed to assist the organization quartermaster.

(2) **Paymaster sergeants** will not, except in cases of emergency, be required to perform any duty not connected with the Paymaster Department.

### MESS MANAGEMENT

### 1–29

(1) **Mess stewards.**—The allowance of noncommissioned officers (mess management) for organizations of the Marine Corps is as follows:

| Organization | Strength | Master technical sergeant (commissary) | Technical sergeant (commissary) | Staff sergeant (commissary) | Mess sergeant (commissary) |
|---|---|---|---|---|---|
| Companies | 25 to 100 | | | | 1 |
| Companies | 100 to 150 | | | | 1 |
| Battalions | | | | 1 | |
| Regiments | | | 1 | | |
| Brigades | | 1 | | | |

NOTE.—For posts and stations ranks will be as determined by the Commandant of the Marine Corps and set forth in Authorized Allowance Tables. [C. M. C. M. 2 and 3.]

(2) The detail of an enlisted man in the dual capacity of commissary sergeant and mess steward is prohibited.

### COOKS AND BAKERS

### 1–31

(1) **Cooks.**—The allowance of cooks for organizations of the Marine Corps is as follows:

| Number of men | Chief cook (Commissary) | Field cook (Commissary) | Assistant cook (Commissary) |
|---|---|---|---|
| 1. 50 men or less | | 1 | |
| 2. 51 to 100 men | | 1 | 1 |
| 3. 101 to 150 men | 1 | | 1 |
| 4. 151 to 200 men | 1 | 1 | 1 |
| 5. 201 to 300 men | 1 | 1 | 2 |
| 6. 301 to 400 men | 1 | 1 | 3 |
| 7. 401 to 500 men | 1 | 2 | 3 |
| 8. 501 to 600 men | 1 | 3 | 3 |
| 9. 601 to 700 men | 1 | 3 | 4 |
| 10. 701 to 800 men | 1 | 3 | 5 |
| 11. For each additional 100 men over 800 | | | 1 |

NOTE.—When an organization is divided into 2 or more messes, each mess will be allowed cooks according to its ration strength as shown above. [C. M. C. M. 3.]

(2) Bakers.—At places where bread is baked the allowance of additional cooks as bakers shall be as follows:

| Number of men | Chief cook (Baker) | Field cook (Baker) | Assistant cook (Baker) |
|---|---|---|---|
| 1. 100 men or less | | 1 | |
| 2. 101 to 300 men | 1 | | 1 |
| 3. 301 to 1,000 men | 1 | 1 | 1 |
| 4. 1,001 to 1,500 men | 1 | 1 | 2 |
| 5. 1,501 to 2,000 men | 1 | 2 | 3 |
| 6. 2,001 to 2,500 men | 2 | 3 | 3 |
| 7. 2,501 to 3,000 men | 3 | 3 | 3 |
| 8. For each 1,000 men additional | 1 | 1 | 1 |

[C. M. C. M. 3.]

## MESSMEN

## 1–32

(1) Messmen shall be detailed from the grades of private first class and private on the basis of 1 for every 20 men. If, after such computation, a remainder of 11 or more results, an additional messman is authorized for messes of less than 120 men. For a mess of less than 20 men 1 messman is authorized. Under no circumstances shall noncommissioned officers be detailed as messmen. Enlisted men of the Marine Corps detailed as messmen afloat are entitled to the same extra compensation for service with crew messes as is allowed enlisted men of the Navy under like circumstances. The detail of messmen in marine detachments afloat is governed by article 1289 (2), Navy Regulations.

(2) At regularly established posts and other shore stations all details as messmen shall be made on the first day of the month; and the number detailed shall be based on the ration strength of the command on that date. No further detail of messmen will be permitted on intermediate days of the month, except to fill a vacancy

or where the ration strength of the command is increased by 25 percent of the number as shown on the first day of the month, nor thereafter except upon a like increase. For all commands whose ration strength on the first day of the month is more than 400 there will be allowed additional details of messmen for each 100 increase in ration strength during the month.

### SPECIALISTS

### 1–35

[Omitted. C. M. C. M. 3.]

### MARRIED MEN

### 1–37

(1) The mission of the Marine Corps requires that its personnel serve ashore or afloat in any part of the world, and that therefore its members be subject to frequent and often unexpected transfer from one duty to another, regardless of family circumstances. Men who marry must take these conditions into consideration and govern themselves accordingly.

(2) The law recognizes the families of noncommissioned officers of the first three pay grades by providing for their transportation upon change of station, and consideration will be given to the married status of these men so far as the circumstances of the service may permit. However, the public interests require that the discharge of official duty and responsibility be the first consideration and these men must not expect exemption from duty or transfer because of the necessities of their families.

(3) All unmarried enlisted men of the first three grades without dependents must be quartered in barracks at their station of duty, where barracks are available. Married men of the first three pay grades and men in these grades having dependents will be assigned to suitable married quarters, where such are available, but the number and quality of married quarters vary at different posts, and men must not expect to be assigned similar quarters upon transfer. At posts where all of the suitable married quarters are assigned to noncommissioned officers of the first three pay grades, quarters allowance is payable to remaining noncommissioned officers of these grades who have dependents. Married quarters will not be furnished to those men whose dependents do not live with them; such men will be classed for purposes of quarters as unmarried. [C. M. C. M. 3.]

(4) Omitted. [C. M. C. M. 3.]

(5) Married men will be subject to assignment and transfer on the same basis as other men and must take such contingencies into consideration in making provisions for their families.

### FURLOUGH

### 1–38

(1) Furloughs not to exceed a total of 30 days in an enlistment year may be granted by the following, subject to such restrictions as may be imposed by higher authority: Commanding General, Department of Pacific; Commanding General, Fleet Marine Force; commanding generals or commanders of brigades; commanding officers of separate regiments and battalions or other separate or detached commands; commanding officers of marine barracks, bases, and staff officers; inspector-instructors of Reserve units; officers in charge of Recruiting Divisions and Districts; other officers designated by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(2) Commanding officers of ships and commanding officers or officers in charge of naval shore stations having marine detachments may grant the same furloughs to enlisted men of the Marine Corps that they are authorized to grant to enlisted men of the Navy.

(3) Furlough upon reenlistment is governed by article 2–83 (1) (d). [C. M. C. M. 1.]

(4) Furloughs include travel time, except that if a man is on duty on a foreign station, and is granted furlough, for the purpose of visiting the United States, his furlough begins from the date of his arrival therein and expires on the date of his departure therefrom.

(5) When an enlisted man is admitted to a government hospital while on furlough, his furlough is suspended for the period he remains therein, and he will be carried on the records as sick in hospital for that period. Upon discharge from hospital he will revert to the status of furlough, and the date he is required to report at his station will be extended accordingly. [C M. C. M. 2.]

(6) Furloughs will be entered in service-record books and on muster rolls.

### PHOTOGRAPHS

### 1–39

Commanding officers of posts where facilities are provided for taking official photographs will have an examination made of service-record books of all enlisted men joining their commands. Where there is no photograph, one will be taken in uniform regardless of whether the man is serving on his first enlistment or on a reenlistment. Pictures will be front view, showing head and shoulders, size 3½ x 5 inches with a one-half-inch margin at top, below which the following will be typewritten (single space): Name (surname to left), date of enlistment, and date photograph taken. The subject will be required to sign the photograph in full on the reverse side, approximately one inch from the bottom, and in such a manner that if the photograph were fastened at the top (photo up), lifted from the bottom, and partially turned up, the signature would appear right side up. One print will be pasted in the service-record book and one print forwarded to Headquarters Marine Corps.

## *Section 3.—MISCELLANEOUS*

### DEPARTMENT OF THE PACIFIC

### 1–51

(1) **Limits.**—The Department of the Pacific shall include all posts, detachments, depots, offices, and other organizations of the Marine Corps in the eleventh, twelfth and thirteenth naval districts, except recruiting activities in the States of New Mexico, Colorado, and Wyoming, and in the Pacific Ocean area with the following exceptions: Fleet Marine Force units, detachments afloat, detachments in the fifteenth naval district, and such other organizations as may be excepted by the Commandant of the Marine Corps. The Commandant will keep the Commanding General, Department of the Pacific, informed of the Fleet Marine Force units within the limits of his command for purposes of supply. [C. M. C. M. 3.]

(2) **Command.**—The departmental commander will, under the direction of the Commandant of the Marine Corps, command all marines and reservists included in the department insofar as the command is not reserved by law or regulation to other authority. The headquarters of the Department of the Pacific will be in San Francisco, Calif. [C. M. C. M. 2.]

(3) The staff of the departmental commander will consist of the chief of staff, the Depot Quartermaster, San Francisco, Calif., and the Paymaster, Headquarters, Department of the Pacific, and of such other officers as may be ordered to report to the departmental commander for duty on the staff.

(4) (*a*) In the event that the departmental commander is absent from the limits of his command, is on leave, or is disabled, or in case of a vacancy, the command shall devolve upon the senior line officer of the Marine Corps on duty within the department, exclusive of those detailed to assistant quartermaster or assistant paymaster duty only.

(*b*) When such absence, disability, or vacancy is for less than 24 hours, the departmental commander shall be represented by the chief of staff, who is authorized to carry out the established routine.

(*c*) The chief of staff is also authorized to carry out the established policies and routine of the office when departmental commander or the acting departmental commander is not in San Francisco but on duty elsewhere within the limits of the department. If, under these circumstances, in the judgment of the departmental commander or the acting departmental commander, his presence in San Francisco is necessary, he should wire the Commandant of the Marine Corps, requesting orders to proceed to San Francisco. [C. M. C. M. 2.]

(5) **Duties.**—The departmental commander will maintain the strength of the posts, detachments, offices, and other organizations included within the department, by transfer of officers and men, in accordance with the necessities of the service, and with the general and special instructions issued by the Commandant of the Marine Corps, and will transfer enlisted men to the recruiting service, western division, to detachments afloat upon application of commanding officers to fill vacancies in authorized allowances, and from detachments afloat upon application of commanding officers in cases of undesira-

bles, and may effect mutual transfers of individuals between shore stations in the department and ships when applications are submitted through proper channels. The departmental commander will make, or authorize to be made, only such inspections of Reserve organizations within the Department as are specifically authorized or approved by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(6) **Promotion and reduction.**—See articles 6–23 to 6–34, inclusive.

(7) **Discharges.**—The departmental commander will, within the department, issue the necessary orders and prepare discharge certificates for the discharge of enlisted men upon the expiration of enlistment, and in other cases when directed by the Commandant of the Marine Corps. He will also award good-conduct medals and bars within the department. [C. M. C. M. 2.]

### MARINE CORPS ACTIVITIES IN SAN DIEGO AREA

### 1–52

(1) The senior line officer of the Fleet Marine Force on duty in the eleventh naval district shall command all units and personnel of the Fleet Marine Force serving in the eleventh naval district, not specifically excepted, and such other organizations as may be assigned by the Commandant of the Marine Corps with the title of Commanding General, Fleet Marine Force, San Diego area. [C. M. C. M. 3.]

(2) The senior line officer of the Marine Corps, exclusive of the Fleet Marine Force on duty at the Marine Corps base at San Diego shall command all Marine Corps units and personnel, other than Fleet Marine Force, serving at the Marine Corps base, including Camp Calvin B. Matthews, and such other activities as may be assigned to the Marine Corps base by proper authority. [C. M. C. M. 3.]

### BIRTHDAY OF THE MARINE CORPS

### 1–55

The following will be read to the command on the 10th of November of each year:

(1) On November 10, 1775, a Corps of Marines was created by a resolution of the Continental Congress. Since that date many thousand men have borne the name Marine. In memory of them it is fitting that we who are marines should commemorate the birthday of our corps by calling to mind the glories of its long and illustrious history.

(2) The record of our Corps is one which will bear comparison with that of the most famous military organizations in the world's history. During the greater part of its existence the Marine Corps has been in action against the Nation's foes. Since the Battle of Trenton, marines have won foremost honors in war, and in the long eras of tranquillity at home, generation after generation of marines have grown gray in war in both hemispheres, and in every corner of the seven seas, that our country and its citizens might enjoy peace and security.

(3) In every battle and skirmish since the birth of our Corps marines have acquitted themselves with the greatest distinction, winning new honors on each occasion until the term "marine" has come to signify all that is highest in military efficiency and soldierly virtue.

(4) This high name of distinction and soldierly repute we who are marines today have received from those who preceded us in the Corps. With it we also received from them the eternal spirit which has animated our Corps from generation to generation and has been the distinguishing mark of the marines in every age. So long as that spirit continues to flourish marines will be found equal to every emergency in the future as they have been in the past, and the men of our Nation will regard us as worthy successors to the long line of illustrious men who have served as "Soldiers of the Sea" since the founding of the Corps.

## FLAGS

### 1–56

The following flags, pennants, guidons, and signs are authorized for use in the Marine Corps:

*Flags*—
- Marine Corps standard, silk, with staff.
- National colors, silk, with staff.
- Garrison, bunting.
- Post, bunting.
- Storm, bunting.
- Recruiting, red, bunting.
- Recruiting, blue, bunting.
- Major general, Nos. 2 and 4, bunting, with staff.
- Brigadier general, Nos. 2 and 4, bunting, with staff.
- Boat, major general, bunting, with staff.
- Boat, brigadier general, bunting, with staff.
- Hospital, field, bunting.
- Quarantine, field hospital, bunting.
- Sanitary, cordon, bunting, with staff.

*Flags*—Continued.
  Signal, red 2-foot, with staff.
  Signal, white, 2-foot, with staff.
  Signal, red, 4-foot, with staff.
  Signal, white, 4-foot, with staff.
  Semaphore, bunting, with staff.
*Pennants*—
  Brigade, large, bunting.
  Brigade, small, bunting.
  Post commander, boat, bunting, with staff.
  Quartermaster's supply depot and train, bunting.
*Guidons*—
  Silk, with staff.
  Ambulance and dressing station, bunting, with staff.
*Signs*—
  Automobile, major general.
  Automobile, brigadier general.

### MARINE CORPS COLORS

### 1–57

(1) Gold and scarlet are the official colors of the Marine Corps.

(2) All guidons, banners, athletic ribbons, pennants, and other articles ordinarily designed to represent the Marine Corps colors, will be made accordingly.

(3) Articles in Marine Corps colors carried by post exchanges will conform to the designated colors, the gold approximating as nearly as possible that in the regulation noncommissioned officers' chevrons.

### IDENTIFICATION TAGS

### 1–58

(1) In time of war or national emergency, and at other times when directed by competent authority, two identification tags will be issued to each officer and enlisted man of the Marine Corps to be worn when engaged in field service. One tag will be suspended from the neck underneath the clothing by a cord or thong passed through the small hole in the tag, the second tag to be suspended from the first one by a short piece of string or tape. These tags are prescribed as a part of the uniform, and when not worn as directed herein will be habitually kept in the possession of the owner. When not worn they will be regarded as part of the field kit and will be regularly inspected.

(2) In order to secure the proper interment of those who fall in battle, and to establish beyond a doubt their identity, should it

become desirable subsequently to disinter the remains for removal to a national or post cemetery or for shipment home, the identification tag suspended from the neck of the officer or enlisted man will in all cases be interred with the body. The duplicate tag attached thereto will be removed at the time of burial and turned over to the surgeon or person in charge of the burial, from which a record of same, together with the cause and date of death, shall be made and reported to the commanding officer.

(3) Identification tags will contain the following information:

(*a*) Name.

(*b*) Officer's rank or man's service number. Approximately three spaces to the right of rank or service number, indicate religion by "P", "C", or "H," for Protestant, Catholic, or Hebrew. If no religion is indicated this space will be left blank. [C. M. C. M. 3.]

(*c*) Type of blood; and if the man has received tetanus toxoid, the letter "T" with the date (T–8/40) to so indicate, and in accordance with the instructions contained in the Manual of Medical Department.

(*d*) At one end of the tag the letters "USMC" or "USMCR", as may be appropriate.

(*e*) Omitted. [C. M. C. M. 3.]

(4) Tags for men enlisting will be stamped and issued at the recruit depots, except in the case of reenlisted men who have not previously been supplied with them. In such cases tags will be stamped and issued at the posts to which the men are transferred.

(5) The original issue of tags and tape will be made gratuitously, but issues made to replace those lost will be checked against the man's pay account.

(6) Omitted. [C. M. C. M. 1.]

### CHANGE OF NAME AND DATE AND PLACE OF BIRTH

### 1–59

(1) **Change of name** will be made on the records only upon application therefor by the interested person, accompanied by a certified copy of the court order, or other evidence satisfactory to Headquarters, showing that he has obtained legal sanction for such change.

(2) **Correction of name**, where the true name is not borne on the records, will be made upon application therefor to Headquarters, Marine Corps, by the interested person, reciting the facts under oath, and furnishing a birth or baptismal certificate, together with the affidavits of two or more disinterested persons to the effect that they know the person serving in the Marine Corps under the name of ——— ——— to be the identical person whose true name is ——— ———.

(3) **The date and place of birth** may be corrected upon application therefor to Headquarters, Marine Corps, by the interested person and the presentation of a birth or baptismal certificate; or, if such certificate is unobtainable, then by the affidavit of the attending physician, or nurse, or other persons having personal knowledge of the facts.

## ASSISTANCE FOR EX-SERVICE MEN IN THEIR RELATIONS WITH THE VETERANS' ADMINISTRATION

### 1–60

(1) It is the purpose of Marine Corps Headquarters, acting through its available personnel, to assist ex-service men in every possible way in securing contact with the Veterans' Administration, thus enabling them without delay to renew or convert their insurance, to secure medical or dental treatment or hospitalization, or to present their claims for compensation.

(2) The obligation is imposed upon all post commanders and recruiting officers of the Marine Corps to aid their less fortunate comrades. Such officers will familiarize themselves with the orders and circulars relating to the Veterans' Administration, insofar as these instructions refer to renewal or conversion of insurance, compensation, medical or dental treatment, or hospitalization, so that intelligent assistance and advice may be afforded ex-service men in regard to their relations with the Administration.

(3) The officers mentioned will obtain direct from the Veterans' Administration a supply of all blank forms needed by ex-service men in their contact with that Administration.

(4) Upon application from ex-service men the officers mentioned in paragraph (2) will furnish blank forms, will assist in the preparation of applications, will carefully examine all papers or instructions on the forms in question, and will themselves promptly forward the completed applications or statements direct to the United States Veterans' Administration, Washington, D. C.

(5) In cases where it is necessary to forward a copy of the discharge certificate of the ex-service man the copy will be made by the post commander or recruiting officer adding the words "Copy of discharge certificate, to be used only with claims against the United States Veterans' Administration," at the beginning of the copy, and the words, "I hereby certify that the foregoing is a true, literal, and exact copy of the discharge certificate of ——— ———," with signature and rank of the attesting officer, at the end of the copy. Ordinary blank paper or the regular discharge certificate blanks (in the case of ex-marines) may be used in making these copies, except that parchment or artificial parchment shall not be used for this purpose. The attestation must be by a post commander, recruiting officer, notary public, or other person authorized to administer oaths.

(6) Similar assistance will be given to ex-service men in the preparation of applications for pensions.

### INSURANCE

### 1–61

(1) Every officer and enlisted man who enters the service will be advised that he is entitled to apply for one of the seven forms of Government life insurance (converted) within 120 days from the date of such entry. Recruiting officers and commanding officers may obtain supplies of blank forms of applications for insurance, reinstatement, and conversion, and rate books, upon application to the United States Veterans' Administration, Washington, D. C.

(2) When a newly enlisted or reenlisted man is taken up on the rolls, the company commander will, insofar as may be practicable, inform him once each month, up to and including the month in which the time limit elapses, of his right to apply for Government life insurance. (See arts. 28–19 to 28–32.)

### NAVAL VESSELS ASSIGNED TO MARINE CORPS

### 1–63

(1) **Officer in charge.**—When naval vessels are in the custody of the Marine Corps, an officer with experience in seamanship if practicable will be detailed in charge. The officer so detailed will be held strictly responsible for the cleanliness, preservation, and operation of any naval craft under his charge. Adequate crews of qualified enlisted men will be detailed.

(2) **Inspection.**—Frequent inspections of naval vessels in the custody of the Marine Corps will be made by commanding officers and inspecting officers, and all means adopted to insure that such vessels are kept in a creditable state of cleanliness and preservation.

### ABBREVIATIONS

### 1–64

See current Marine Corps Order containing list of abbreviations authorized for use in muster rolls, and other Marine Corps forms. [C. M. C. M. 3.]

### MAIL CLERKS

### 1–65

(1) The laws, regulations, and instructions governing the designation, duties, and supervision of Navy mail clerks and assistant Navy mail clerks are contained in articles 2063 to 2071, Navy Regulations, articles D–5305 to 5311, Bureau of Naval Personnel Manual, and

pamphlet issued by the Post Office Department entitled "Instructions for the Guidance of Navy Mail Clerks and Assistant Navy Mail Clerks." These regulations and instructions, although compiled primarily for vessels and shore establishments of the Navy, apply equally to Marine Corps commands.

(2) Commanding officers will require especially that all inspections are made as prescribed and that careful supervision of the duties of mail clerks and assistant mail clerks is maintained.

(3) The duties assigned to the supply officer, the paymaster, or the disbursing officer, in the regulations and instructions enumerated in paragraph (1), will be performed by the officer or officers (disbursing, if practicable) designated by the commanding officer.

(4) The allowances of Navy mail clerks and assistant Navy mail clerks are given in article D–5307, Bureau of Naval Personnel Manual.

## DIVISION OF PLANS AND POLICIES

### 1–70

(1) The Division of Plans and Policies is the planning agency of the Marine Corps. Matters requiring planning are referred to it by the Commandant of the Marine Corps for study and recommendations. Questions of policy are studied and recommendations are made to the Commandant of the Marine Corps, for the establishment of policies and doctrines. Proposed exceptions to and necessary or advisable changes in existing policy or doctrine, are similarly handled by this Division. [C. M. C. M. 2.]

(2) Plans, recommendations for the establishment of policies and doctrines, and for exceptions to existing plans and policies, when approved by the Commandant of the Marine Corps shall be sent to the proper agency or agencies for such action as is indicated. [C. M. C. M. 2.]

(3) The organization of the division and the duties and cognizance of its various sections shall be as prescribed by the Commandant of the Marine Corps. [C. M. C. M. 2.]

## DIVISION OF AVIATION

### 1–71

(1) **Organization.**—The aviation organization of the Marine Corps shall consist of such personnel, regular and reserve, as may be detailed thereto by the Commandant of the Marine Corps. It shall comprise the tactical squadrons specified in the orders of the Chief of Naval Operations and such organizations, detachments, and details as may be authorized by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(2) In addition to such orders or instructions as may be given by the Commandant of the Marine Corps, the Marine Corps aviation organization shall be subject to the provisions of the Manual of the Bureau of Aeronautics and such technical orders or instructions as the Chief of the Bureau of Aeronautics may issue. [C. M. C. M. 2.]

(3) **Transfers.**—Aviation personnel will not be transferred either to or from aviation without the prior approval of the Commandant of the Marine Corps, nor will it be called upon to perform duties other than those pertaining to aviation and basic training for enlisted men as prescribed in Marine Corps Orders, except in cases of emergency. When emergencies are declared in either of the foregoing cases, the order will be given in writing and a copy furnished immediately to the Commandant of the Marine Corps. [C. M. C. M. 2.]

(4) **Administration.**—The Headquarters administrative unit of aviation is designated as the Division of Aviation. The functions of this division under the cognizance of the Bureau of Aeronautics are covered by the Bureau of Aeronautics Manual. For purposes of administration, training, operations, or other activities coming under the cognizance of the Marine Corps, the Division will serve under the direction of the Commandant of the Marine Corps. [C. M. C. M. 2.]

(5) **Duties.**—The senior naval aviator ordered to duty with the Division of Aviation will have the title of Director of Aviation. He is empowered to communicate directly with aviation organizations on routine subjects in accordance with the provisions of article 9–2 of this manual. In general his duties comprise:

Adviser to the Commandant of the Marine Corps on aviation matters. [C. M. C. M. 2.]
Liaison with the Bureau of Aeronautics.
Aviation budget officer.
Training (regular and reserve).
Aviation qualifications.
Aviation reports.
Inspection of regular and reserve aviation organizations.

(6) Nothing in this article shall be construed as changing the existing functions of any other department, division, or section of Headquarters or its present relations to the Division of Aviation.

## COMMUNICATION SERVICE

### 1–72

(1) The Marine Corps communication service is the organization charged with the administration and operation of all Marine Corps signal communication systems except radio installations of aviation organizations. It shall provide trained communication personnel and

[C. M. C. M. 3.]

have cognizance of the signal communication for ground combat units, aviation field telephone systems, post communication facilities, and naval radio stations manned by marines at other than Marine Corps Air Stations. [C. M. C. M. 3.]

(2) The radio facilities of the Marine Corps communication service shall be considered as a part of the naval communication service.

(3) The communication service consists of personnel assigned thereto and comprises such units as are authorized by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(4) Officers who are ordered by the Commandant of the Marine Corps to organizations for communication duty will perform such duty until relieved in like manner. This will not prevent the temporary diversion of officers from such duties in an emergency. [C. M. C. M. 3.]

(5) Enlisted men assigned to the communication service shall be designated "Communication Personnel" and upon such assignment the service-record book of the individual concerned will be prominently marked "Communication Personnel" on the outside cover.

(6) Communication personnel will be transferred to and from communication duties and between organizations only upon approval of the Commandant of the Marine Corps except that the Commanding General, Fleet Marine Force, and commanding generals of Marine brigades are authorized to effect transfers of such personnel within their respective commands where this does not involve transfer between posts. [C. M. C. M. 2.]

(7) Communication personnel returning from foreign shore service, will, unless otherwise directed by the Commandant of the Marine Corps, be transferred to the Post Signal Battalion, Marine Barracks, Quantico, Va., or to the Base Signal Battalion, Marine Corps Base, San Diego, Calif., whichever is nearer to their place of enlistment. A separate report of such transfers will be made to the communication unit concerned. [C. M. C. M. 2.]

(8) On change sheets, transfer orders, and reports of transfers and joinings, communication personnel will be shown as such by the addition of "(CP)" after their ranks.

(9) The Bureau of Ships, Navy Department, has cognizance of the procurement and maintenance of all radio equipage used by the Marine Corps except that used in aircraft. Radio material transferred to the Marine Corps will be accounted for in the same manner as other Marine Corps property. (See Section 6, Chapter 31, Manual of Engineering Instructions.) The Quartermaster procures and maintains all communication material, other than radio.

(10) Nothing in this article shall be construed as changing the existing functions of any other department, division, or section of Headquarters, United States Marine Corps.

## ENGINEER SERVICE

### 1–73

(1) The Marine Corps engineer service is charged with the coordination and administration of Marine Corps engineer equipment, personnel, and activities. It shall provide trained engineer personnel for all engineer units. At Marine Corps posts and stations the engineer service shall furnish engineer personnel and such technical assistance in construction and operation of engineer facilities as may be requested by the Quartermaster.

(2) The engineer service consists of personnel assigned thereto and comprises such units as are authorized by the Commandant of the Marine Corps.

(3) Officers assigned by the Commandant to serve as engineer officers in engineer units will be relieved from engineering duty only upon orders from the Commandant of the Marine Corps. This does not preclude the transfer of engineer officers to other engineer units within the command, or their temporary employment on other duties in an emergency.

(4) Enlisted men of the first five pay grades assigned to the engineer service shall be designated "Engineer Personnel," and upon such assignment the service-record book of the individual concerned will be prominently marked "Engineer Personnel" on the outside cover.

(5) Engineer personnel will be assigned to and transferred from engineering duties and between organizations only upon approval by the Commandant of the Marine Corps, except that commanding generals and commanding officers are authorized to make transfers of such personnel within their respective commands.

(6) The commanding officer of any separate battalion and the commanding general or commanding officer of any larger unit serving outside the continental limits of the United States may assign, or revoke the assignment, to engineering duty of officers and enlisted men of the first five pay grades to the engineer service. Notification of this assignment or revocation of assignment will be made by letter to the Commandant of the Marine Corps.

(7) Engineer personnel returning from foreign shore service will, unless otherwise directed by the Commandant of the Marine Corps, be transferred to the nearest engineer organization for further disposition. A separate report of such transfers will be made to the engineer unit concerned.

(8) On change sheets, transfer orders, and reports of transfers and joinings, engineer personnel will be shown as such by the addition of "(EP)" after their ranks. [C. M. C. M. 3.]

(9) The Quartermaster has cognizance of the procurement and maintenance of all engineer equipage used by the Marine Corps. Engineer materiel will be accounted for in the same manner as other Marine Corps property.

**1–74 to 2–0** [C. M. C. M. 3.]

[Pages 31 and 32 omitted.]

## Chapter 2

# ENTRY INTO THE SERVICE

Section 1. Article 2–1. Officers.
Section 2. Article 2–21. Warrant officers.
Section 3. Articles 2–31 to 2–32. Enlisted men.
Section 4. Articles 2–40 to 3–0. Recruiting instructions.

## *Section 1.—OFFICERS*

### APPOINTMENT AS SECOND LIEUTENANT

### 2–1

(1) The law provides that vacancies in the grade of second lieutenant shall be filled, first, as far as practicable from graduates of the Naval Academy; second, from meritorious noncommissioned officers of the Marine Corps; and third, from civil life (34 U. S. C. 634). (See art. 13–182.) [C. M. C. M. 1.]

(2) **Graduates of U. S. Naval Academy.**—The Secretary of the Navy allots to the Marine Corps each year a quota from the current graduating class at the Naval Academy. This quota is filled by the appointment upon graduation of members of the class whose applications for commissions in the Marine Corps are submitted to and approved by the Superintendent of the Naval Academy, final selection of applicants being made in accordance with existing policy as approved by the Secretary of the Navy. No midshipman at the Naval Academy, or cadet at the Military Academy, who fails to graduate therefrom shall be eligible for appointment as a commissioned officer in the Marine Corps until after the graduation of the class of which he was a member.

(3) **Meritorious noncommissioned officers of the Regular Marine Corps—Policy of the Commandant of the Marine Corps.**—(*a*) It is the policy of the Commandant of the Marine Corps to give full effect to the provisions of law which open the way to meritorious enlisted men of the Marine Corps for advancement to commissioned rank. At the same time, the mere fact of honest and faithful service in the ranks will not be accepted in lieu of other characteristics which are considered essential in one who is to hold a commission in the Corps. [C. M. C. M. 2.]

(b) OFFICERS AUTHORIZED TO RECOMMEND.—General and field officers and officers in command of companies and detachments of the Marine Corps are authorized to recommend, through official channels, meritorious noncommissioned officers for appointment to the grade of second lieutenant. In making such recommendations, the officers will bear in mind that the candidate—

1. Must be more than 20 but less than 27 years of age when commissioned;

2. Must be a citizen of the United States, and a noncommissioned officer of the Regular Marine Corps; [C. M. C. M. 3.]

3. Must have served one year in the Marine Corps on date of appointment. Only service in the Regular Marine Corps or on active duty in the Marine Corps Reserve will be credited in computing this length of service.

(*c*) RECOMMENDATIONS—In each case the recommendation will contain a specific statement as to the physical, mental, and moral fitness of the proposed candidate; and will be accompanied by available documentary evidence of character, experience, and personal history. [C. M. C. M. 3.]

1. Statement as to physical fitness will be based upon a medical examination to determine if any physical defects exist, and upon observation to determine if physical energy and endurance or the contrary is indicated.

2. Statement as to mental fitness will be based upon obtainable evidence of scholastic education and upon observation of mental qualities indicated, such as mental energy, stamina, alertness, intelligence, adaptability, and interest in the service.

3. Statement as to moral fitness will be based upon evidence obtained from those in a position to have reliable knowledge of the moral development of the proposed candidate during the formative period of his life and upon personal observation and reports, official and otherwise, relating to his character and habits. His associates, language, deportment, and methods of amusement and recreation should be carefully noted and mentioned. His attitude in relation to self-discipline and willing obedience to orders, regulations, and law should be studied and reported upon.

(*d*) EDUCATIONAL REQUIREMENTS.—Educational requirements, with instructions for the procedure to be followed in filing applications, will be published by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(*e*) EXAMINATIONS.—Examinations will be held periodically in the organization or post where the applicant is serving, except where organizations are on field duty, in which case consideration will be given to requests for transfer to a station where facilities for study will be more available. The Naval Examining Board (Marine Corps) will prepare the examination questions and forward them to the applicant's commanding officer, who will appoint a supervisory officer to conduct the examination and forward complete papers to the Naval Examining Board (Marine Corps), Washington, D. C.

(*f*) SELECTED CANDIDATES.—Periodically the Commandant of the Marine Corps will designate a board to make selections from applicants who have fully qualified under the provisions of this article. Those selected will be ordered to a course of military instruction, upon completion of which a certain number, depending upon the needs of the service at the time, will be selected for commissions as second lieutenants in the Regular Marine Corps. [C. M. C. M. 2.]

(*g*) WITHDRAWAL OF RECOMMENDATIONS.—An officer who has recommended any noncommissioned officer may, for cause, withdraw his recommendation at any time prior to the actual commissioning of such noncommissioned officer.

(*h*) Omitted. [C. M. C. M. 2.]

(*i*) FAILURE TO QUALIFY.—Failure to qualify for commission will not be considered as cause for discharge.

(4) **Civil life.**—The number of appointments from civil life is limited by the vacancies remaining after appointments are made from the graduating class at the Naval Academy and from the ranks in accordance with article 2–1 (2) and (3). Appointees from civil life must be more than 20 and less than 25 years of age on appointment. They are selected from: (*a*) Commissioned officers and noncommissioned officers of the Marine Corps Reserve; (*b*) Graduates of selected colleges and universities having Navy or Army R. O. T. C. courses. Persons in the Reserve will be separated therefrom prior to appointment. [C. M. C. M. 2.]

## *Section 2.—WARRANT OFFICERS*

### APPOINTMENT OF WARRANT OFFICERS

### 2–21

(1) General.—Warrant officers are appointed from noncommissioned officers of the Marine Corps after examination as to their physical, mental, moral, and professional fitness. The primary purpose for which warrant grades were established is to create and maintain a selected body of men with special knowledge, training, and experience along particular lines of the military profession, and capable of performing duties of importance and responsibility of a nature beyond those required of senior noncommissioned officers. Their establishment also provides a means whereby noncommissioned officers of excellent character and qualifications may look forward to further advancement in the Corps. This latter is of great importance, but the primary purpose must ever be kept foremost in mind and in no case will advancement to warrant rank be regarded merely in the light of a just reward for long and faithful service.

(2) Recommendation and selection of candidates.—All commissioned officers are authorized to recommend, through official channels, noncommissioned officers who, in their opinion, possess the qualifications requisite for the performance of the duties of the grade for which recommended. Each year, or oftener, if necessary, a board of officers will be convened at Marine Corps Headquarters to recommend noncommissioned officers for appointment to the warrant grades of marine gunner (general duty, artillery, aviation, communications, and motor transport), quartermaster clerk, and pay clerk. No candidate will be considered unless he has received an individual letter of recommendation within the last two years prior to the meeting of the board. Recommendations for marine gunner will state whether the candidate is recommended for "general duty" or for one of the technical specialties. No candidate will be recommended for one of the latter unless he has the special qualifications, training, and experience requisite for the performance of the duties of the specialty for which recommended. Upon approval by the Commandant of the Marine Corps of the board's recommendations, the names of the selected candidates will be added after the names of those already on the eligible lists and, as vacancies occur, appointments will be made in the order in which the names appear on the lists. The name of any noncommissioned officer once placed upon an eligible list will not be removed therefrom except upon his own request, for misconduct, or for other causes indicating unsuitability for appointment. [C. M. C. M. 2.]

(3) Examinations.—Before appointment, each candidate selected by the board will be required to pass the prescribed examinations to determine his physical, mental, moral, and professional fitness. When so specified by the examining board, the candidate's familiarity with

with current publications in the examination on administration or general information may be tested by written questions, in the solution of which he may refer to these current publications. These questions may constitute all, or any part, of the examination, and shall be plainly marked to indicate that access to publications is allowed. The correctness of the answers and the time consumed in completing them shall determine the mark for this portion of the examination. The professional examination will cover the following subjects:

(*a*) FOR MARINE GUNNER (GENERAL DUTY):

1. General information and instructions:
    - *a.* Marine Corps Manual.
    - *b.* Marine Corps Orders.
    - *c.* Marine Corps circular letters.
    - *d.* Official correspondence.
    - *e.* Company administration.
    - *f.* Duties of a munitions officer.
2. Arithmetic: Addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration of plane surfaces.
3. English grammar and composition.
4. Infantry drill and tactics:
    - *a.* Drill, the squad, platoon, and company.
    - *b.* Extended order, exercises, and combat principles.
    - *c.* Marches, march security and outposts.
    - *d.* Tactics, offensive and defensive (to include infantry battalion).
    - *e.* Practical map reading.
5. Field fortifications:
    - *a.* Camouflage construction.
    - *b.* Standard types of field works.
    - *c.* Explosives and demolitions.
6. Rigging.
7. Basic weapons:
    - *a.* Automatic rifle.
    - *b.* Machine gun.
    - *c.* Hand grenades.
    - *d.* V. B. rifle grenades.
    - *e.* 81-mm. mortar.
    - *f.* 37-mm. gun.

(*b*) FOR MARINE GUNNER (ARTILLERY):

1. General information and instructions:
    - *a.* Marine Corps Manual.
    - *b.* Marine Corps Orders.
    - *c.* Marine Corps circular letters.
    - *d.* Official correspondence.
    - *e.* Battery administration.
    - *f.* Duties of a munitions officer.

2. Arithmetic: Addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration of plane surfaces.
3. English grammar and composition.
4. Infantry Drill:
    - *a.* Drill, squad, platoon, and company.
    - *b.* Infantry pack, equipment, and clothing.
    - *c.* Ceremonies.
    - *d.* Guard duty.
    - *e.* Field sanitation, personal hygiene, and first aid.
5. Weapons and tactics:
    - *a.* Rifle marksmanship.
    - *b.* Automatic pistol.
    - *c.* Practical map reading.
    - *d.* Tactics, offensive and defensive (to include infantry battalion).
6. Artillery (general):
    - *a.* A general knowledge of the characteristics; the fire-control instruments; and, the ammunition of all Marine Corps artillery and A. A. A. weapons.
    - *b.* A detailed knowledge of the characteristics; the fire-control instruments; and the ammunition of any two of the following:
        - (1) 75-mm. pack howitzer.
        - (2) 75-mm. gun.
        - (3) 155-mm. gun G. P. F.
        - (4) 3-inch A. A. guns.
        - (5) 5-inch/51-caliber guns.
        - (6) .50-caliber A. A. machine guns.
7. Artillery (technical):
    - *a.* A detailed knowledge of the maintenance of any two of the following weapons and a knowledge of the use and maintenance of the fire-control instruments supplied with them:
        - (1) 75-mm. pack howitzer.
        - (2) 5-inch/51-caliber guns.
        - (3) 3-inch A. A. guns.
        - (4) .50-caliber A. A. machine guns.
    - *b.* A knowledge of the normal types of fire; normal methods of adjusting fire; communication installation and the mission and tactical disposition of two of the following:
        - (1) Light artillery, in offense, defense, pursuits, and retrograde movements.
        - (2) 3-inch A. A. A. in defense.
        - (3) .50-caliber machine guns in defense.
        - (4) 5-inch/51-caliber artillery in defense.

(*c*) FOR MARINE GUNNER (AVIATION):

1. General information and instructions:
    - *a.* Marine Corps Manual.
    - *b.* Marine Corps Orders.
    - *c.* Marine Corps circular letters.
    - *d.* Official correspondence.
    - *e.* Squadron administration.

2. Arithmetic: Addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration of plane surfaces.

3. English grammar and composition.

4. Infantry drill:
    - *a.* Drill, squad, platoon, and company.
    - *b.* Infantry pack, equipment, and clothing.
    - *c.* Ceremonies.
    - *d.* Guard duty.
    - *e.* Field sanitation, personal hygiene, and first aid.

5. Basic weapons:
    - *a.* Rifle marksmanship.
    - *b.* Automatic pistol.
    - *c.* Thompson submachine gun, caliber .45.

6. Aviation (general):
    - *a.* Aircraft and power plant inspection.
    - *b.* Aircraft operation and maintenance.
    - *c.* Aircraft armament.
    - *d.* Civil air regulations.
    - *e.* Elementary aerology.

7. Practical examination—(one of the following): Aviation ordnance, photography, aerology, line operating, maintenance, aircraft overhaul, or engine overhaul.

(*d*) FOR MARINE GUNNER (COMMUNICATIONS):

1. General information and instructions:
    - *a.* Marine Corps Manual.
    - *b.* Marine Corps Orders.
    - *c.* Marine Corps circular letters.
    - *d.* Official correspondence.
    - *e.* Duties of battalion communications officer.

2. Arithmetic: Addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration of plane surfaces.

3. English grammar and composition.

4. Infantry drill:
    - *a.* Drill, squad, platoon, and company.
    - *b.* Infantry pack, equipment, and clothing.
    - *c.* Ceremonies.
    - *d.* Guard duty.
    - *e.* Field sanitation, personal hygiene, and first aid.

5. Weapons and tactics:
    - *a.* Rifle marksmanship.
    - *b.* Automatic pistol.
    - *c.* Practical map reading.
    - *d.* Tactics, offensive and defensive (to include infantry battalion).
6. Communications (general):
    - *a.* Detailed knowledge of organization of communication system, United States Navy and United States Marine Corps.
    - *b.* Knowledge of current communication publications.
    - *c.* Codes, ciphers, and communication security.
    - *d.* Marine Corps organization.
    - *e.* Detailed knowledge of tactics and technique of Marine Corps communications.
7. Communications (technical):
    - *a.* Electricity and magnetism:
        - (1) Fundamentals of D. C. and A. C. currents.
        - (2) Motors, generators, batteries, switchboards, safety devices, and starting equipment.
        - (3) Electric measurements.
        - (4) Gas engines.
    - *b.* Radio:
        - (1) Transmitters and receivers.
        - (2) Power supply.
        - (3) Antennas and transmission lines.
        - (4) Test equipment.
        - (5) Radio wave propagation.
        - (6) Marine Corps radio and telegraph equipment.
    - *c.* Telephony:
        - (1) Local battery, detailed knowledge.
        - (2) Common battery, general knowledge.
        - (3) Field wire systems.
        - (4) Marine Corps field telephone equipment.

(*e*) FOR MARINE GUNNER (MOTOR TRANSPORT):

1. General information and instructions:
    - *a.* Marine Corps Manual.
    - *b.* Marine Corps Orders.
    - *c.* Marine Corps circular letters.
    - *d.* Official correspondence.
    - *e.* Motor transport administration.
    - *f.* Duties of a motor transport officer.
2. Arithmetic: Addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration of plane surfaces.
3. English grammar and composition.

4. Infantry drill:
    - *a.* Drill, squad, platoon, and company.
    - *b.* Infantry pack, equipment, and clothing.
    - *c.* Ceremonies.
    - *d.* Guard duty.
    - *e.* Field sanitation, personal hygiene, and first aid.
5. Weapons and tactics:
    - *a.* Rifle marksmanship.
    - *b.* Automatic pistol.
    - *c.* Practical map reading.
    - *d.* Tactics, offensive and defensive (to include infantry battalion).
6. Motor convoys:
    - *a.* Handling of motor convoys in the field to include the problems of traffic, distances, halts, extra equipment, etc.
7. Practical examination in maintenance and repair of motor vehicles:
    - *a.* Running, maintenance in the field and at a permanent post.
    - *b.* Repairs on selected motor vehicles.
    - *c.* Details of construction of motor vehicles.
    - *d.* Safety precautions in the operation of motor vehicles.
    - *e.* Mechanical inspection of motor vehicles.

(*f*) FOR QUARTERMASTER CLERK (QUARTERMASTER DEPARTMENT):

1. General information:
    - *a.* Marine Corps Manual, chapters 14 to 23, inclusive, and 31.
    - *b.* Marine Corps Orders.
    - *c.* Marine Corps Circular Letters (MGC and QM).
    - *d.* Official correspondence.
    - *e.* Quartermaster Department Administration.
    - *f.* Duties of a warrant officer in the Quartermaster's Department.
2. Arithmetic:
    - *a.* Addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration of plane surfaces.
3. English grammar and composition:
    - *a.* A theme of about 500 words on a current subject, this theme to be judged on grammar, spelling, and composition.
    - *b.* Composition of official correspondence.

4. Practical examination:

   The examination in the following subjects may be written or oral, and where appropriate, should include a practical demonstration of the candidate's understanding of the subject.

   *a.* Administration—Administration of a post or depot quartermaster's office.

   *b.* Disbursing—disbursing assistant quartermaster's accounts.

   *c.* Subsistence—subsistence accounts, including issues and sales.

   *d.* Quartermaster forms—praparation of blank forms of the Quartermaster's Department.

   *e.* Individual characteristics—officerlike qualities as determined by candidate's general bearing, appearance, alertness, executive ability, and reputation as to character. [C. M. C. M. 1.]

(*g*) FOR QUARTERMASTER CLERK (QUARTERMASTER'S DEPARTMENT—MAINTENANCE DUTY):

1. General information:

   *a.* Marine Corps Manual, chapters 14 to 23, inclusive, and 31.

   *b.* Marine Corps Orders.

   *c.* Marine Corps Circular Letters (MGC and QM).

   *d.* Official correspondence.

   *e.* Quartermaster Department Administration.

   *f.* Duties of a warrant officer on maintenance duty in Quartermaster's Department (Part IV—Handbook for Quartermaster, U. S. Army—QM Corps).

2. Arithmetic:

   *a.* Addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration of plane surfaces.

3. English grammar and composition:

   *a.* A theme of about 500 words on a current subject, this theme to be judged on grammar, spelling, and composition.

   *b.* Composition of official correspondence.

4. Practical examination:

   The examination in the following subjects may be written or oral, and where appropriate, should include a practical demonstration of the candidate's understanding of the subjects.

- *a.* Public grounds—maintenance of public grounds, including drainage.
- *b.* Post utilities—inspection and maintenance of general post utilities.
- *c.* Construction—knowledge of construction (housing).
- *d.* Plans and blueprints—reading of plans and blueprints. Laying off work from plans. Making of working sketches.
- *e.* Construction materials—knowledge of construction materials including approximate costs and simple tests for inspection of quality.
- *f.* Individual characteristics—officerlike qualities as determined by candidate's general bearing, appearance, alertness, executive ability, and reputation as to character. [C. M. C. M. 1.]

(*h*) FOR QUARTERMASTER CLERK (~~ADJUTANT AND INSPECTOR'S DEPARTMENT~~)~~:~~ Personnel Department

1. General information:
    - *a.* Navy Regulations, chapters 1, 2, 4, 16, and 52.
    - *b.* Marine Corps Manual, chapters 1 to 13, inclusive.
    - *c.* Marine Corps Orders and Circular Letters.
    - *d.* Navy Department General Orders applicable to the Marine Corps.
    - *e.* General duties of a warrant officer in the ~~Adjutant and Inspector's Department~~. Personnel Department
2. Arithmetic:
    - *a.* To include addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration of plane surfaces.
3. English grammar and composition:
    - *a.* A theme of about 500 words on a current subject, this theme to be judged on grammar, spelling, and composition.
    - *b.* Composition of official correspondence.
4. Practical examination:

    The examination in the following subjects may be written or oral, and where appropriate, should include a practical demonstration of the candidate's understanding of the subjects.

    - *a.* Bookkeeping and accounting—Manual of accounting for post exchange and recreation funds: United States Marine Corps, Second Edition (MCI).
    - *b.* Courts-martial procedure—to be based on chapters I, IV, V, VII, VIII, IX, X, and appendices B, C, and F; Naval Courts and Boards—1937.

  - *c.* Individual characteristics—officerlike qualities as determined by candidate's general bearing, appearance, alertness, executive ability, and reputation as to character. [C. M. C. M. 1.]

(*i*) FOR PAY CLERK:

1. General information:
   - *a.* Marine Corps Manual, chapters 22 to 31, inclusive.
   - *b.* Marine Corps Orders.
   - *c.* Marine Corps Circular Letters (MGC and PM).
   - *d.* Official correspondence.
   - *e.* Paymaster Department Administration.
2. Arithmetic:
   - *a.* Addition, subtraction, multiplication, division, ratio, percentage, interest, fractions (common and decimal), cancelation, proportion, and mensuration of plane surfaces.
3. English grammar and composition:
   - *a.* A theme of about 500 words on a current subject, this theme to be judged on grammar, spelling, and composition.
   - *b.* Composition of official correspondence.
4. Practical examination:

   The examination in the following subjects may be written or oral, and where appropriate, should include a practical demonstration of the candidate's understanding of the subjects.
   - *a.* Comptroller General's Decisions—Comptroller General's decisions affecting pay and allowances.
   - *b.* Bills of exchange—Sale of bills of exchange or Treasury checks.
   - *c.* Bureau of Supplies and Accounts Manual—knowledge of regulations contained in the Bureau of Supplies and Accounts Manual.
   - *d.* Individual characteristics—officerlike qualities as determined by candidate's general bearing, appearance, alertness, executive ability, and reputation as to character. [C. M. C. M. 1.]

## *Section 3.—ENLISTED MEN*

### EXTENSION OF ENLISTMENT

### 2-31

(1) **Who may extend.**—Any man, whose retention in the service is desirable and who ordinarily would be reenlisted may, subject to the restrictions contained in article 2-111, and paragraph (5) of this article, voluntarily extend his enlistment for a period of 1, 2, 3, or 4 full years from the date of expiration of enlistment.

(2) **How and when made.**—(*a*) An agreement to extend an enlistment must be executed on the forms prescribed prior to or at the expiration of original enlistment, and the extension begins to run on the day following that on which the enlistment would otherwise have terminated, regardless of the date on which the agreement to extend was entered upon.

(*b*) A man serving an extension of less than 4 years may, before the expiration of such extension, further extend his term repeatedly by one or more years, the aggregate of all extensions not to exceed 4 full years from the date of expiration of the original term of enlistment. Such extensions have the effect of changing immediately the term of the original extension to a period equal to the aggregate of all the extensions. Any right which the extension of an enlistment carries does not accrue until the date the original extension actually begins to run.

(3) **Extensions for 3 or 4 years.**—Extensions for 3 or 4 years, subject to the restrictions contained in article 2-111, may be executed by commanding officers without reference to the Major General Commandant.

(4) Omitted.

(5) **Extensions for 1 or 2 years.**—(*a*) Enlisted men of the first three pay grades may extend for 1 or 2 years, subject to article 2-111, under the following conditions only:

1. When on foreign service or sea service on a seagoing ship for the purpose of continuing thereon after expiration of term of enlistment, or—
2. When on shore duty in the United States and have applied for sea or foreign duty, and for whose assignment to such duty there is an immediate necessity, and for the purpose of meeting the requirements of such assignment, or—

3. When on recruiting duty, or on duty at Headquarters, Marine Corps, or at detached staff offices or depots, or are selected for flight training, or—
4. When specially authorized by the Major General Commandant.

(*b*) Enlisted men of the 4th, 5th, 6th, and 7th pay grades, who are otherwise qualified may extend for one or two years without meeting the requirements in subparagraph (*a*).

(6) **Cancelation of extensions.**—Commanding officers will cancel an extension agreement at any time prior to its beginning to run should a man's conduct or physical condition so warrant, and will always cancel an extension if a man is sentenced to a bad-conduct discharge.

(7) **Records.**—When an agreement to extend enlistment has been completed it shall be immediately forwarded to the ~~Adjutant and Inspector,~~ Direc ersonnel Department and entries of the extension made in the man's service-record book on pages headed "Service record of," and "Pay account record of."

(8) **Physical examination.**—A man desiring to extend his enlistment shall be required to pass the same physical examination as is required for reenlistment, and the examining surgeon's certificate shall be attached to the completed "Agreement to extend enlistment."

(9) **Time lost.**—An extension of enlistment must not be placed in effect until the man has made good all time lost in his current enlistment under paragraph 15, Navy Department General Order No. 20, 1935.

### REENLISTMENT OR EXTENSION OF ENLISTMENT IN CASES OF MEN WITH 16 OR MORE YEARS OF NAVAL SERVICE

### 2-32

(1) Any enlisted man whose case does not come within the purview of paragraph (2) of this article, who has been or shall hereafter be discharged, or shall desire to extend his enlistment, after completing the required service for transfer to the Fleet Marine Corps Reserve (16 or 20 years of naval service), will not be reenlisted, or permitted to extend his enlistment, unless he first executes one of the following waivers, as may be appropriate, in writing:

(*a*) In consideration of acceptance for extension of enlistment for 1 year (or 2 years) I voluntarily waive the right to apply for transfer to the Fleet Marine Corps Reserve until I shall have completed such extension of enlistment.

(*b*) In consideration of acceptance for reenlistment (or extension of enlistment for 3 or 4 years) I voluntarily waive the right to apply for transfer to the Fleet Marine Corps Reserve until I shall have completed 2 years' service under such reenlistment (or extension of enlistment).

(2) A member of the Fleet Marine Corps Reserve, transferred thereto after 16 or 20 years active naval service, who reenlists in the Regular Marine Corps will be required to waive his right to again transfer to the Reserve until the expiration of his enlistment, except in the following cases:

(*a*) Enlisted men serving in a regular 4-year enlistment or those serving in the first, second, or third year of an extension, who, upon expiration of enlistment or extension, will have completed 16 years' service for transfer to the Fleet Marine Corps Reserve, but who will not have sufficient service for maximum pay purposes (over 16 years), may extend their enlistment for 1 year without executing the waiver.

(*b*) Enlisted men serving in a regular 4-year enlistment or those serving in the first, second, or third year of an extension, who, upon expiration of enlistment or extension, will have completed 19 years' service, but less than 20 years' service, for transfer to the Fleet Marine Corps Reserve, may extend their enlistments for 1 year without executing the waiver.

(*c*) Enlisted men who, upon expiration of enlistment or extension, will have completed more than 18 years but less than 19 years' service for transfer to the Fleet Marine Corps Reserve, may extend or reenlist for any term of years without executing the waiver, provided that an aggregate of 4 successive years in extension is not exceeded, or that they do not reenlist for any term other than 4 years, and provided further, that extensions for 1 year shall be subject to the provisions of article 2-31 (5).

(*d*) Enlisted men who will have completed 16 years' service for transfer to the Fleet Marine Corps Reserve, but who will not have had sufficient service for maximum pay purposes (over 16 years), and those who have more than 18 years' service and less than 20 years' service for transfer to the Fleet Marine Corps Reserve, may reenlist without executing the waiver upon the expiration of the fourth year of extension of enlistment.

## *Section 4.—RECRUITING INSTRUCTIONS*

### CONTROL

### 2-40

(1) The Major General Commandant exercises general supervision and control over the recruiting service of the Marine Corps and over the necessary expenses in connection therewith.

(2) Subject to the above, the Western Recruiting Division is under the command of the Commanding General, Department of the Pacific.

### ORGANIZATION

### 2–45

(1) The Marine Corps recruiting service is organized into four divisions as follows:

Eastern Recruiting Division (headquarters, Philadelphia, Pa.): The States of Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York, Pennsylvania, New Jersey, Delaware, Maryland, Virginia, and the District of Columbia.

Central Recruiting Division (headquarters, Chicago, Ill.): The States of West Virginia, Ohio, Michigan, Indiana, Illinois, Wisconsin, Kentucky, Missouri, Iowa, Minnesota, North Dakota, South Dakota, Nebraska, Kansas, Colorado, and Wyoming.

Southern Recruiting Division (headquarters, Atlanta, Ga.): The States of North Carolina, South Carolina, Georgia, Florida, Tennessee, Alabama, Mississippi, Arkansas, Louisiana, Texas, Oklahoma, and New Mexico.

Western Recruiting Division (headquarters, San Francisco, Calif.): The States of Montana, Washington, Oregon, California, Nevada, Idaho, Utah, and Arizona. [C. M. C. M. 3.]

(2) Each of these divisions is divided into districts, and within each district are a district headquarters station and a number of smaller stations known as substations. The number of stations and substations within the divisions is fixed from time to time by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(3) The boundaries of the several districts within each division will be determined by the officers in charge of each recruiting division.

(4) Where Government transportation is available and quotas cannot be obtained otherwise officers in charge of the different divisions may order enlisted recruiting personnel on itinerant recruiting duty. These parties will be known as itinerant recruiting parties.

### ESTABLISHMENT

### 2–50

(1) Officers in charge of recruiting divisions are authorized to establish and discontinue at their discretion, any substations within the number authorized by the Commandant of the Marine Corps, where no rental is involved; where rental is involved, authority must be obtained from the Commandant of the Marine Corps. Such establishment or discontinuance of stations must be reported on Form NMC–601, original to the Commandant of the Marine Corps, and one copy each to the Director, Personnel Department, the Quartermaster,

the Depot Quartermaster, Philadelphia, Pa., and the paymaster having the pay accounts of the division. [C. M. C. M. 2 and 3.]

(2) District recruiting officers will communicate in writing with the chief of police and postmaster of each city and town in their districts informing them of the location of each regularly established Marine Corps recruiting station. When a new recruiting station is established within the district the information and location will likewise be conveyed to the chiefs of police and the postmasters and they will also be notified when any itinerant recruiting party will visit their towns or cities, stating the approximate date of their arrival and departure. In like manner when a new substation is established the noncommissioned officer placed in charge will immediately call upon the chief of police and the postmaster of the city or town and present his credentials.

(3) In order to permit the assignment to other Government departments of office or storage space under lease by the Marine Corps, all recruiting officers will report to the Commandant of the Marine Corps via the officer in charge of the division, all contemplated evacuations of space sufficiently in advance of the actual release. [C. M. C. M. 2.]

(4) When the custodian of a public building requires authorization for the use of space therein as a recruiting office, the matter will be taken up with the division officer and, if necessary, with the Commandant of the Marine Corps. [C. M. C. M. 2.]

## COMMISSIONED PERSONNEL

### 2–55

(1) The officer assigned in charge of each recruiting division will exercise supervision over the affairs of the districts assigned to that division.

(2) An officer will be assigned in charge of each recruiting district.

### 2–56

(1) A medical officer of the Navy will be assigned to each recruiting district.

(2) Medical officers of the Navy and Naval Reserve on duty as medical examiners at district headquarters recruiting stations will, upon the application of the officer in charge of a recruiting division, be appointed acting recruiting officers and acting assistant quartermasters in the Marine Corps and authorized to enlist applicants during the absence of the recruiting officer, and to issue transportation, cash for meals, transfers, etc.

## ENLISTED PERSONNEL

### 2–60

Recruiters will be selected from the ranks of sergeants, corporals, and privates first-class. They must be competent to perform all official clerical work that may be required of them, such as preparation of enlistment contracts, service-record books, beneficiary slips, identification records, etc.

### 2–61

The allowance of enlisted men allowed for the entire recruiting service will be fixed by the Major General Commandant; the number allotted to each division will be set by the ~~Adjutant and Inspector.~~ Director, Personnel Department.

### 2–62

(1) One sergeant major (recruiting warrant), one staff sergeant (clerical) (recruiting warrant), and the necessary number of sergeants (recruiting warrant) will be assigned to each division headquarters. One first sergeant (recruiting warrant) and the necessary number of sergeants (recruiting warrant) will be assigned to each district headquarters. The number of sergeants (recruiting warrant) assigned to each division and district headquarters will be allotted by the officer in charge of the division. [C. M. C. M. 1.]

(2) Not more than two sergeants (recruiting warrants) should be assigned to duty at each substation, except where specifically authorized by the ~~Adjutant and Inspector.~~ Director, Personnel Department.

### 2–63

Each district will have a publicity sergeant, whose duties will consist of obtaining newspaper, radio and other publicity for the Marine Corps, the distribution of advertising matter, and such other duties as may be assigned to him by the officer in charge of the district.

### 2–64

(1) Men assigned to recruiting duty must make it a matter of personal concern to acquaint themselves with the physical, mental, and other requirements for applicants.

(2) Men on recruiting duty will wear correct uniform at all times and will by their deportment, habits, and associations, endeavor to reflect credit upon the corps. Commanding officers should recommend for recruiting duty only men who are of good character, neat and soldierly looking, so that their appearance and behavior will be a good advertisement. Commanding officers will see that men are properly outfitted with uniforms prior to transferring them to recruiting duty.

(3) When new recruiters are assigned to such duty, recruiting officers will see that they familiarize themselves with the requirements of these instructions.

## 2-65

(1) Recruiting personnel may be retained on recruiting duty upon reenlistment for the remainder of their tour without specific authority from the Major General Commandant, provided such reenlistments are made on the day following date of discharge (Sundays and holidays excepted).

(2) Enlisted men on recruiting duty, upon expiration of enlistment, will be discharged at the recruiting station where they are serving. When the staff returns of a man on recruiting duty have been forwarded for the preparation of his discharge certificate, the man will not be transferred from the station designated for discharge, except in case of emergency. An immediate report will be made of such emergency by dispatch to the Major General Commandant, or the Commanding General, Department of the Pacific, as may be appropriate.

## 2-66

The tour of duty for men detailed on recruiting duty will be 4 years. No extensions will be granted on recruiting duty and men will not be redetailed to recruiting until they have served at least 4 years in the line except in time of national emergency.

### PROMOTION AND REDUCTION

## 2-67

(1) Upon joining the recruiting service a noncommissioned officer or private first class will be reduced to the rank of private and appointed sergeant major, first sergeant, staff sergeant (clerical) or sergeant (recruiting warrant) by the officer in charge of the division. Upon transfer to general duty the man will be reduced to the rank of private and will be reappointed to the rank held upon joining the recruiting service by the officer in charge of the division. [C. M. C. M. 1]

(2) When promotions are authorized (temporary or regular) for enlisted men while on recruiting duty, the officer in charge of the division to which the man is attached will—

(*a*) Reduce the man to the rank of private.
(*b*) Promote him to the new authorized rank.
(*c*) Reduce him to the rank of private.
(*d*) Promote him to his recruiting rank.

Upon transfer out of the recruiting service the officer in charge of the division will make the usual reduction to private and promote the man to his new regular or temporary rank.

(3) A noncommissioned officer in the recruiting service will be reduced by the officer in charge of the division when it is necessary to transfer him to another station where no vacancy exists in the rank held by him. He may also be reduced for misconduct, or for inability to perform the duties assigned him, by the officer in charge of the division. [C. M. C. M. 1 and 3.]

(4) When a noncommissioned officer or private first class joins the recruiting service the below form will be used:

HEADQUARTERS -------- RECRUITING DIVISION

Date:------------------------

Order number --------

----------------------(rank) John P. Doe is hereby reduced to the rank of private and appointed a sergeant (recruiting warrant) in the United States Marine Corps, this date.

Signature-----------------------

(Rank)---------------------------

(OIC)----------------------------

---

Copy to: The Commandant, U. S. Marine Corps.
CG, Department of the Pacific, San Francisco,
Calif. (wherever applicable).
Paymaster (concerned).
File.

[C. M. C. M. 3.]

(5) When a noncommissioned officer on recruiting duty receives a promotion in his line the following form will be issued:

HEADQUARTERS -------- RECRUITING DIVISION

Date:------------------------

Order number --------

John P. Doe, ---------------- (rank, recruiting warrant), United States Marine Corps, is hereby reduced to a private, promoted to -------------- (new line rank), reduced to private and reappointed -------------- (rank, recruiting warrant), this date.

Signature-----------------------

(Rank)---------------------------

(OIC)----------------------------

---

Copy to: The Commandant, U. S. Marine Corps.
CG, Department of the Pacific, San Francisco,
Calif. (wherever applicable).
Paymaster (concerned).
File.

NOTE.—Copy of warrant of appointment will be attached to the copy for the Commandant, U. S. Marine Corps. [C. M. C. M. 3.]

## 2–68

(1) For instructions regarding the reappointment of noncommissioned officers and privates first class upon reenlistment see article 6–27 (2).

(2) Upon reenlistment of a man in the recruiting service, notation will be made in the new service-record book of rank which was held by him upon joining the recruiting service or the rank to which he may have been promoted since joining the recruiting service, together with date of such rank.

### TRANSFERS

## 2–69

(1) The officer in charge of a division is authorized to transfer enlisted men from one station to another within the limits of the division under his control, and order them to perform such travel as may be necessary in the performance of their duties in connection with the recruiting service.

(2) An officer in charge of a recruiting division may transfer to the nearest marine barracks, without special authority from the Commandant of the Marine Corps, any enlisted man who, in his opinion, is unsatisfactory, or unsuitable, for any reason, for the recruiting service. [C. M. C. M. 2.]

(3) When a man is transferred to barracks from the recruiting service the recruiting officer will in every case enter upon the service-record book of the man concerned the reason therefor and whether or not his redetail to recruiting duty is recommended.

(4) When the transfer from recruiting duty is for misconduct the officer in charge of the division will report the circumstance to the Commandant of the Marine Corps with his recommendation, for further action if such is desirable. [C. M. C. M. 2.]

## 2–70

An enlisted man on recruiting duty who contracts a venereal disease shall at once be transferred from such duty to either a post of the Marine Corps or a naval hospital, as determined by the medical officer within whose immediate jurisdiction the case lies.

## 2–71

The distribution of recruits from the various recruiting divisions to the recruit depot will be as directed by the Commandant of the Marine Corps. [C. M. C. M. 2.]

## 2–72

(1) The following classes of men will be transferred to the proper recruit depots, upon enlistment or reenlistment in the Marine Corps, for the purpose of undergoing the prescribed course of training:

(*a*) All first enlistments.
(*b*) Men who have served only in special branches of the Army and Navy (medical department, etc.), who have had no prior infantry or rifle training.
(*c*) Men with only National Guard or Coast Guard service.

(2) All men, other than those mentioned in paragraph (1), eligible for reenlistment in the Marine Corps, may be transferred to the post of their choice provided the cost of such transfer does not exceed by $15 the cost of transportation to the nearest post.

## 2–73

Should it be necessary to send any man on recruiting duty, or any man on furlough reporting at a recruiting station for medical attendance, to a hospital, he will not be sent to a civilian hospital unless Government hospitals (Naval, Army, Public Health Service, or Veterans' Administration Hospitals) are not available.

## General Instructions

### OFFICE HOURS

### 2–80

(1) Recruiting stations will remain open from 9 a. m. until 4:30 p. m. daily, except Saturdays, Sundays, and legal holidays. On Saturdays offices will remain open from 9 a. m. until 12:30 p. m.

(2) When deemed advisable by officers in charge of recruiting divisions and districts, substation's office hours may be varied to suit local conditions.

### UNIFORMS

### 2–81

(1) The uniform for personnel on recruiting duty will normally be blue coat and trousers with the white cap, belt, and gloves, and russet shoes. Officers in charge of recruiting divisions are authorized to change the uniform to suit climate or weather conditions, but the uniform must be the same for all of the personnel in the same city.

(2) The prescribed uniform will be worn during office hours by officers and men on recruiting duty.

### LEAVE OF ABSENCE

### 2–82

Officers in charge of recruiting divisions are authorized to grant to officers serving under them leave of absence not exceeding a total of 30 days per fiscal year, not more than 10 days of which may be granted at one time. Requests for longer periods or extensions should be addressed, via the officer in charge of the division, to the Major General Commandant, or in the case of naval medical officers, to the Secretary of the Navy (Bureau of Navigation).

### FURLOUGHS

### 2–83

(1) Commanding officers and recruiting officers are authorized to grant 1 month furlough to men upon reenlistment from the Marine Corps, provided the reenlistment is within a period of 1 month from date of discharge. This reenlistment furlough is in addition to the regular annual furlough for the first reenlistment year prescribed in article 1–38. [C. M. C. M. 1.]

(2) The authority to grant such furloughs extends to commanding officers of posts on one coast, to which men have been transferred immediately after reenlistment on the opposite coast.

(3) If a man so desires, his furlough may be made effective after receiving his enlistment allowance money at the post to which transferred.

### MARKSMANSHIP

### 2–84

Recruiting officers are authorized to permit men under their commands to fire the prescribed marksmanship course where there are Army, Navy, Marine Corps, National Guard, or other ranges available; no transportation is permitted other than street car or truck, unless especially ordered by the Major General Commandant.

### DESERTERS AND STRAGGLERS

### 2–85

When a recruiting officer receives a copy of an offer of reward he will interest himself in the apprehension and return of the deserter to his post and will take such steps as may be practicable to that end. Such steps may include interviewing members of the deserter's family with a view to obtaining information and explaining to them the importance of inducing the deserter to immediately return to his post of duty or surrender at the nearest Marine Corps post or recruiting station.

### CANDIDATES FOR ADMISSION TO THE NAVAL ACADEMY

### 2–86

Applicants for enlistment for the purpose of entering the Naval Academy are not sought. Men who enlist with this purpose in view will be informed that in case of failure to secure appointment they will be required to complete their enlistments in the Marine Corps. (See art. 6–21.)

### CORRESPONDENCE

### 2–87

Officers in charge of recruiting districts will, when corresponding with Marine Corps Headquarters, forward their communications through the officer in charge of the recruiting division, except that when time is an object they are authorized to correspond direct on such matters as requests for waivers, military history, etc. In such cases, when necessary to complete his files, they will forward copies of such correspondence to the officer in charge of the recruiting division.

### TELEPHONE SERVICE

### 2–88

(1) Open purchase requisition (in duplicate) for telephone service should be forwarded to the Quartermaster, accompanied by statement as to the necessity therefor.

(2) Only one telephone without any extension will be allowed for each district headquarters station. Unless specifically authorized by the Major General Commandant, no telephone will be allowed for substations.

(3) Every economy will be practiced in the use of telephones where the monthly number of calls is limited. All personal messages sent over the official recruiting office phone will be paid for by the officer or enlisted man concerned at the regular rate. (See art. 9-41.)

### CIVILIAN MEDICAL EXAMINERS

### 2-89

(1) Officers in charge of recruiting divisions will appoint one or more civilian physicians for the purpose of conducting preliminary physical examinations of applicants for enlistment at substations, where the services of a naval medical officer are not available. The examination conducted by such appointed civilian physician is only preliminary and final determination of physical fitness for enlistment will be determined by a regularly appointed naval medical officer. Such examinations will be paid for at the rate of not exceeding $2 for a single examination and $1 for each additional one that may be made on the same day. A physician employed at different recruiting stations will be allowed these rates in full for the examinations at each station.

(2) When civilian medical examiners are appointed for duty at Marine Corps recruiting stations, the division officer concerned will forward a copy of the appointment as medical examiner to Headquarters, Marine Corps.

(3) When a station is closed, or a medical examiner's appointment revoked for any reason, a letter of revocation of appointment will be sent to the medical examiner concerned and a copy to Headquarters, Marine Corps.

(4) Care will be exercised in the selection of civilian physicians for appointment as medical examiners. The physician selected must be in good standing with the medical fraternity of his locality, of good habits, should not have too large a practice (this usually means a comparatively young man), and should have an office in the immediate vicinity of the recruiting office. He should be required to thoroughly familiarize himself with the requirements for a good recruit as given in the authorized manuals, and it should be seen to by the recruiting officer that he is thorough in his examinations.

(5) To avoid the annoyance and unnecessary expense caused by unsatisfactory examinations, recruiting officers will give aid and advice to civilian medical examiners and, where the examiner is inexperienced, will exercise particular care in the supervision of the examination of applicants.

(6) As a matter of training recruiters in judging the probable physical fitness of applicants, the recruiter obtaining an applicant should be present when the medical examiner makes the examination. In every case of examination by a civilian medical examiner he will assist in the examination.

ADVERTISING

### 2–90

(1) Paid advertising in newspapers can be authorized only by the Major General Commandant.

(2) Free advertising in the newspapers is within the reach of all recruiting officers. Therefore, if a resourceful recruiting officer from time to time furnishes articles illustrating service life and experiences and also photographs, when practicable, he will find that prominent papers will often be glad to have the necessary mats made and will publish the article free of charge. This is particularly true of the Sunday editions of the newspapers of large cities. Papers published in the rural districts prefer personals.

(3) The Treasury Department has authorized the display of Marine Corps recruiting publicity cabinets, with glass fronts or doors, in Federal buildings. These cabinets must be attached to plaster or woodwork in the lobbies without marring same and located in a position satisfactory to the custodian. The cabinets will be finished to harmonize with the woodwork of the lobby. Only one cabinet is to be placed in a building, and it will be installed at the expense of the Marine Corps. Requisition for these cabinets will be made on the Quartermaster.

(4) Other forms of advertising, such as the display of posters, distribution of handbills, mailing booklets to applicants, etc., will be supervised by recruiting officers. Permission of the postmasters can usually be obtained to hang pads of handbills from the mail boxes. Officers on recruiting duty will keep the Depot Quartermaster, Philadelphia, Pa., fully advised as to all forms of publicity desired or obtained in their districts.

(5) Officers and men of the recruiting service will, before exhibiting Marine Corps recruiting posters in post-office buildings, confer with the postmasters thereof in regard to exhibiting same and will display posters in such manner as they may agree upon.

(6) The annual United States Postal Guide contains the following provision: *Recruits for Army, Navy, and Marine Corps.*—Postmasters are directed to aid recruiting officers of the United States Army and Navy so far as possible by displaying recruiting posters in conspicuous places in the post-office lobbies and by distributing to young men who may be interested in the subject any printed matter relative to enlistment in the Army, Navy, or Marine Corps that is sent to them for that purpose from the War and Navy Departments.

(7) Maps, charts, calendars, or pictures for advertising purposes will not be tacked or pasted on the walls or furniture of public buildings.

(8) If no suitable space on the walls of public buildings is available to display the recruiting publicity cabinet, the displaying of signboards in the lobbies, or at the entrance, if necessary, is authorized, if same will not interfere with the transaction of public business, and subject to the prior approval of the custodian concerned.

(9) No calendars bearing advertising matter will be displayed in any office under the Navy Department occupying space in Federal buildings under the control of the Treasury Department.

(10) Recruiting officers will keep in touch with the postmasters in rural districts and supply them with recruiting literature, etc., as many postmasters are willing to cooperate with recruiting parties in the procurement of recruits.

(11) The large posters are primarily intended for use on signboards and for billboard advertisement where such is available. The hangers will be used for window display. Owing to the cost of the large posters, care should be exercised that they are placed only where they will bring the best results.

(12) There have been prepared and delivered to the recruiting service standard exhibits, comprising arms, accouterments, etc., of the regulation pattern used in the Marine Corps. These standards are invoiced to the officer in charge of the division to which shipped, who is authorized to move them from point to point within the limits of his division at his discretion.

(13) In order that money appropriated for advertising may be expended to the best advantage, it is essential that Headquarters be able to form an intelligent estimate of the value of each form of publicity used. For this purpose the recruiting service is supplied with cards on which to note in the case of each applicant the particular form of advertising which influenced him to apply for enlistment. As all advertising is designed merely to bring applicants within reach of recruiters, it follows that the latter should take the closest interest in endeavoring to procure from applicants accurate information on this point, thus aiding Headquarters not merely to direct but actively assist the recruiting service in accomplishing its mission. Every voluntary inquirer is an applicant, whether he enlists or not.

(14) Recruiting officers will collect every newspaper clipping possible that has any reference to the Corps in any manner or form and will securely paste a typewritten slip of paper to each clipping stating the name of the newspaper or magazine from which the clipping was made and the date of the publication. These clippings will be mailed to the Depot Quartermaster, Philadelphia, Pa., where they will be pasted in a special binder and forwarded to the Adjutant and Inspector.

### GENERAL

### 2–95

(1) All applicants will be examined physically, mentally, and morally. The oath of enlistment will be administered by the recruiting officer.

(2) All first enlistments and reenlistments shall be for a period of 4 years.

(3) The enlistment will be accomplished by administering the oath and otherwise completing the enlistment contract and service-record book. The date and place of oath as shown in the enlistment contract will be entered in the service-record book as the date and place of enlistment.

### 2–96

No allowance for the transfer of baggage of applicants for enlistment while en route from place of acceptance to place of enlistment will be authorized under any circumstances.

### 2–97

When an applicant is accepted at a substation or by an itinerant recruiting party, he will be transferred to the district headquarters station, where he will be reexamined and, if deemed advisable, enlisted and transferred in the same manner as applicants originally enlisted at the district headquarters stations.

### 2–98

Upon the reenlistment of ex-marines who have had tropical service within the year preceding their enlistment, they will be informed by the recruiting officer that they will have to be in the United States for at least 12 months before they can be transferred to a tropical station.

### AGREEMENTS FOR RENT

### 2–99

(1) Officers in charge of recruiting divisions will cause to be prepared six copies of each agreement (seven in the Western Recruiting Division), on blank forms provided for that purpose, in which the rooms or offices to be occupied as division headquarters, district headquarters, or other recruiting establishment will be described in detail, giving the location; also the monthly rental, and, when practicable, heat, light, water, janitor service, towel service, etc., will be included. When furniture is included the articles will be enumerated.

After the agreements have been prepared, signed by the lessor or his legal representative, and the signature duly witnessed, they will be immediately mailed to the Director, Personnel Department, accompanied by a full explanation as to whether the premises rented are to take the place of some other station to be closed, and such other details as may be pertinent. If the lessor is a corporation, the agreement should be signed in the corporation's name by one of the officers and the capacity in which he signs, and sealed with the corporate seal; where the lessor is a partnership the agreement should be signed in the firm's name, followed by the signature of one of the members thereof and followed by the words "One of the firm." Agreements should not extend beyond the end of the fiscal year. (The contractor should subscribe only to the original form, and name should be stamped or typewritten, if practicable, on all other copies.) [C. M. C. M. 3.]

### HEAT AND LIGHT

### 2–100

Heat and light not included in agreement for rent, and electricity or gas when used should be arranged for by the officer in charge of the division without submitting requisition therefor. (See art. 18–43.)

### BOARD AND LODGING

### 2–101

(1) When the recruiting officer is about to leave his headquarters station for any period during which the issuance of meal or lodging orders may become necessary he will turn over to the naval medical officer attached to the district headquarters, who is an acting assistant quartermaster of the Marine Corps when so appointed by the Commandant of the Marine Corps, the meal and lodging orders of the said district headquarters station. [C. M. C. M. 2.]

(2) When circumstances render necessary the issue to a noncommissioned officer for reissue of meal and lodging orders, the recruiting officer will personally give such explicit orders as will insure safekeeping and satisfactory accounting.

(3) (*a*) In order to facilitate the handling of large groups of applicants and recruits, when obtaining meals and lodgings, one meal and lodging order (NMC–654) should be issued to the man in charge of the draft, who will sign his name in the space below the line beginning "received" for the meals and/or lodgings furnished by his draft. The entry on the form should read, for example:

Please furnish (John Doe) and (number) others with (number) meals $\left\{\begin{array}{l}\text{breakfast}\\ \text{dinner}\\ \text{supper}\end{array}\right\}$ and (number) lodgings at contract rate, securing his signature at the bottom. [C. M. C. M. 3.]

(*b*) When contractors render bills for meals or lodging, the supporting orders (as revised), must be forwarded to Division Headquarters and must accompany the voucher when it is forwarded to the Disbursing Officer for payment. [C. M. C. M. 3.]

(4) Applicants accepted at substations or by noncommissioned officers in charge of itinerant recruiting parties, may be lodged and subsisted at government expense while awaiting transportation to the district headquarters.

(5) Minors or applicants whose enlistment is doubtful will not be lodged or subsisted.

(6) Applicants who have not been accepted will not be lodged or subsisted, except when waivers have been requested from the Commandant of the Marine Corps. [C. M. C. M. 2.]

(7) Recruiting officers may subsist applicants pending verification of age and pending replies to telegrams on the subject, but only in cases where no fraud or attempted fraud is suspected and where it is impossible for the applicant to be subsisted with his family.

(8) Recruiting officers will not subsist or lodge applicants pending discharge from the National Guard.

(9) Recruiting officers may subsist and lodge applicants pending verification of prior service in accordance with instructions contained herein, but not exceeding 5 days.

(10) Recruiting officers are authorized to subsist and lodge applicants for enlistment in the Marine Corps pending receipt of consent of parents or legal guardians, but not exceeding 5 days.

(11) Recruiting officers must, whenever it is possible to do so, have applicants subsist and lodge themselves pending verification of age and prior service, etc. It is the duty of each officer attached to the recruiting service to economize in every way. Expenses incurred are charged against the districts and against the final cost per recruit for districts and divisions.

### PUBLIC PROPERTY

### 2–102

(1) Officers in charge of recruiting divisions will be accountable for all public property in their respective divisions. Officers in charge of recruiting districts will keep the division officers supplied with all the data necessary to enable him to render his returns.

(2) Returns of public property for all stations in a division will be consolidated and but one return rendered by the division, accompanied by lists showing the particular stations at which the articles are on hand.

(3) A sufficient supply of rubber coats, hats, and boots to properly protect recruiters in inclement weather, should be kept on hand at each station.

### STATIONERY, BLANK FORMS, AND SUPPLIES

## 2–103

(1) All stationery, blank forms, posters, and supplies, may be obtained by requisition submitted to the Depot Quartermaster, Philadelphia, Pa., to the limit of the allowances set forth in Marine Corps Orders.

(2) Supplies not enumerated in the annual order and laundry and towel service, which are required at recruiting stations, will be pro-

cured by submitting open-purchase requisition in duplicate to the Quartermaster, Headquarters Marine Corps. Such requisitions must describe fully the articles or services required, and must specifically state the stations on account of which the expense is to be incurred, the purpose for which intended (if not obvious), and the estimated cost of each article or service (when possible). In the case of consumable supplies or of services to be rendered, the period during which the articles or services will be required (not extending beyond the current fiscal year) must be shown.

(3) Storm and recruiting flags will be repaired, when necessary, at the Depot of Supplies, Philadelphia, Pa., and put in good condition before being laundered and before being reissued to the recruiting districts.

(4) Open-purchase requisitions will be submitted to the Quartermaster via the ~~Adjutant and Inspector~~ Director Personnel Department, for such of the following articles as may be deemed necessary for the use of applicants for enlistment while held under observation at a recruiting station:

Brooms, whisk
Brushes, blacking
Brushes, hair
Combs, medium
Polish, shoe, black
Polish, shoe, russet
Paper, toilet
Towels, huckaback
Soap, toilet

### TRANSPORTATION

### 2–104

(1) Motor transportation assigned to any division may be transferred from point to point within the division at the discretion of the division officer, but under no circumstances may be transferred to points beyond the jurisdiction of the division officer concerned without specific orders from the Major General Commandant.

(2) No motor transportation assigned to the recruiting service will be returned to the Quartermaster's Department without the approval of the ~~Adjutant and Inspector.~~ Director, Personnel Department.

(3) On Sundays and holidays motor transportation is not allowed to be taken from the garage without the specific authority from the district recruiting officer or some responsible person designated by him.

### TRANSPORTATION OF ACCEPTED APPLICANTS AND ENLISTED MEN

### 2–105

(1) When an accepted applicant is transferred to the headquarters station for enlistment, the following procedure with regard to his transfer thereto is prescribed:

(*a*) Each noncommissioned officer in charge of substation will be furnished by the district officer with such transportation requests, orginal and memorandum, as the officer in charge of the district may deem necessary, said requests to be drawn in favor of the noncommissioned officer in charge, countersigned and completely filled out, except that the number of persons to be transported and the valid date will be left blank.

(*b*) When itinerant recruiting is authorized by the officer in charge of the recruiting division, and in case transportation by government vehicle is impracticable, the officer in charge of the district concerned may issue transportation requests to the noncommissioned officer in charge of the itinerant recruiting party for the transportation of accepted applicants. In this case the point of departure will be left blank as well as the valid date and number of persons to be transported by the officer in charge of the district.

(*c*) When accepted applicants are to be transferred from substations, the noncommissioned officer in charge will fill in the valid date and the number of persons to be transferred, noting their names on the reverse thereof, and will procure the tickets from the proper agent, giving in exchange therefor the request, which should be properly receipted and show date of such receipt. The tickets so procured will be turned over to the travelers at the railroad station just prior to the departure of the train.

(*d*) The noncommissioned officer in charge of an itinerant recruiting party will fill in the place of departure on the transportation request in addition to the valid date and number of passengers.

(*e*) A recruiter will accompany all applicants to the railroad station, if practicable. Immediately after the departure of the applicant for the district headquarters the noncommissioned officer will, unless previously arranged, telegraph or telephone the recruiting officer the time when the applicant or applicants should arrive. The applicant should be given instructions prior to his departure to be on the lookout upon his arrival at the railroad depot of the city in which the headquarters station is located for a uniformed marine, and in case they should fail to meet, to proceed at once to the headquarters station, the address of which should be furnished him, or, in case of his arrival after office hours, to proceed to a designated hotel.

(*f*) The memorandum request, with the names of the travelers noted on the reverse thereof, will be mailed to the district headquarters immediately after the transportation has been procured, for use in making proper record of the transportation furnished, and will then be forwarded to the Quartermaster. No other than the prescribed form of transportation request will be used by recruiting officers to obtain transportation for applicants, except where street car or interurban electric railroad tickets are used.

(*g*) In territories where agreements are in force to divide the travel between the competing lines care will be exercised that such division is maintained.

(*h*) The receipt for transportation and cash will be signed by the applicant in all cases.

(*i*) The designation placed on transportation requests of enlisted men transferred from a recruiting station to a post will be "Enlisted men transferred."

(2) Upon the receipt of notification from a postmaster to the effect that he has secured an applicant for enlistment, regardless of the classification of the postmaster, transportation request may be immediately forwarded to him, provided the notification has been accompanied by the proper papers, duly executed, and provided further that the district headquarters issuing such transportation is the nearest office of its kind to the town in which the applicant has been procured. In such cases transportation requests should be drawn in favor of the postmaster, who will be requested to exchange the request for the necessary transportation and to start the applicant on his journey to the district headquarters.

(3) Transportation for enlisted men who are authorized to delay en route will be furnished as prescribed in article 16–45. The Government will pay for such transportation only at the lowest fare for the class furnished between points of origin and ultimate destination as applies at the time transportation is furnished, and any excess cost must be paid by the traveler before same is issued. Where the authorized lay-over is in excess of the time allowed by carriers on stop-over privileges the traveler may be furnished with two requests, one reading to point of lay-over and the other from that point to destination, the time limit on the latter being extended for the necessary period. In order that the excess cost, if any, may be collected prior to the issuance of requests for transportation and sleeping-car accommodations, the Quartermaster should be communicated with by telegraph if necessary, in cases where it is impracticable to otherwise ascertain the cost. The cost of telegraphing must be borne by the traveler. The transportation will not be furnished to any out-of-the-way places, but will be confined to junction points from and to which the traveler must make his own arrangements. Cash for meals en route will be furnished on the basis of the time involved in continued travel via the short-line route from point of origin to destination.

(4) When a party of enlisted men is sent to a post, the most responsible man in the party will be placed in charge and given concise and explicit orders regarding the travel of the party, and directions to reach their destination, a copy of which will be furnished to each member. Each enlisted man must have his own railroad ticket, cash for meals, and transfers (streetcar fare), and, when authorized, his own sleeping-car tickets. In no case will the man in charge be given the tickets, etc., for the entire party, except when the party is travel-

ing on a party ticket, in which case the cash advanced for meals and transfer will be disposed of as above prescribed.

(5) Where applicants or enlisted men are furnished with cash for meals and transfers, it will, wherever practicable, be delivered by the recruiting officer in person.

(6) As far as practicable recruiting officers will so arrange transportation for recruits transferred from their districts that they will arrive at the post at a convenient hour.

(7) All recruiting officers are authorized to procure transportation to cover the necessary travel of recruiting party, recruits, deserters, and stragglers. (See art. 18–75.)

(8) In cases where medical officers of the Navy and Naval Reserve are authorized to issue transportation, etc., they will be required to use the same book of transportation requests and the same funds for meals, transfers, etc., as the recruiting officer. Only one transportation account will be opened for each district headquarters recruiting station.

(9) All cash advanced or transportation issued by medical officers will be embodied in reports forwarded to the Quartermaster by recruiting officers.

### TRANSPORTATION OF APPLICANT REJECTED

### 2–106

In cases of rejection of an accepted applicant at the headquarters of the district, the recruiting officer will furnish the applicant return transportation and subsistence to the place of original acceptance, if the applicant desires to return thereto, provided that there has been no fraud perpetrated by the applicant, and provided further that he is not rejected by reason of his own misconduct.

### INSPECTIONS

### 2–107

(1) Division officers upon assuming charge will inspect their entire divisions within 30 days. Thereafter, they will inspect every 2 months, except, when deemed expedient, they may delegate the responsibilities of inspection to one or more other officers of their divisions. District officers will inspect their districts every month, and upon assuming charge of districts will inspect within 15 days. Division and district officers will also inspect when in their opinion special conditions require their presence. [C. M. C. M. 3.]

(2) Division and district officers will not inspect their divisions and districts at more or less fixed periods, but will make these inspections at irregular times.

(3) In making inspections division officers should pay particular attention to the following points:

(*a*) Offices, desirability of location for securing applicants; proximity to railroad station; accessibility; number of rooms; suitability and arrangement of; storage space; convenience of lavatories; heat, light, and water, and janitor service; cleanliness.

(*b*) PERSONNEL.—Conduct and standing in the city; personal appearance and alertness; condition of uniforms; suitability of uniform considering climatic and weather conditions.

(*c*) OFFICE EQUIPMENT.—Furniture, typewriters, file cases and cabinets; patriotic decorations; service pictures; railroad maps and timetables; State and city maps.

(*d*) PUBLIC PROPERTY.—Location, condition, sufficiency of allowance, repairs necessary.

(*e*) BOOKS AND PAMPHLETS NECESSARY.—Marine Corps Manual; Marine Corps Orders; Navy Department General Orders; Navy Regulations; Manual Medical Department; official recruiting bulletins, daily, weekly, monthly, and annual.

(*f*) FINGERPRINT FILING SYSTEM.—Completeness and accuracy of the station fingerprint system for the detection of undesirables.

(*g*) EFFICIENCY OF COMMAND.—Condition of government vehicles; cash on hand; condition of regulations, bulletins, and other files; railroad transportation facilities; service of board and lodging contracts; relation with civil officials; chambers of commerce, railroad officials, businesmen's clubs, postmasters, newspaper editors, radio officials; with Army and Navy recruiting service, National Guard officers; knowledge of local conditions as to demand, supply, and movements of labor; whether or not postmaster has given permission for exhibition of pads of handbills and recruiting cabinets in post offices; whether or not any articles have been written by local recruiters for local newspapers; what steps, if any, have been taken toward promoting friendly rivalry between stations and substations; whether service of civilian medical examiners is satisfactory.

### TRAVEL

### 2–108

(1) All officers assigned to recruiting duty will be authorized, in individual orders addressed to them by name, to perform such repeated travel as may be necessary in the interests of the Government between their headquarters station and the various stations of the recruiting division or district to which they are attached; or between any of the same, such as are at the time or may hereafter be established, or between their headquarters stations and such towns within the recruiting division or district to which attached as may be found necessary to visit for the purpose of determining the desirability of said towns as locations for the establishment of additional recruiting stations.

(2) The officer in charge of the recruiting division will be the judge of the necessity for travel involved when an officer in charge of a recruiting district travels beyond the geographical limits of the district to which he is assigned, and will issue individual orders in the premises.

(3) For instructions relative to travel by privately owned automobiles, see Navy Travel Instructions and act of May 29, 1928 (37 U. S. C. 20*a*).

(4) Recruiting officers will procure for themselves on Government transportation requests all railroad tickets for transportation and pullman accommodations, except transportation over interurban lines.

(5) Such officers will be reimbursed by the proper officer of the Paymaster's Department to the amounts of the actual cost to themselves of railroad tickets over interurban lines as paid for in cash by them at the time of travel, traveling expense claims embodying the same to be submitted as often as may be convenient to the claimants, not exceeding, however, four for one calendar month.

(6) When a naval medical officer, attached to a Marine Corps recruiting station, is detached from duty thereat, the recruiting officer will issue transportation request on the railroad company for transportation of the medical officer's family and show on the request that the charges are to be billed to the Bureau of Supplies and Accounts, Navy Department, Washington, D. C.

(7) Officers traveling on recruiting duty will use trains on which no extra fare is charged or, if they do use for any reason a train on which an extra fare is charged, they will not bill the excess to the Government for payment. (See art. 16–22.)

### REQUIREMENTS FOR ENLISTMENT AND REENLISTMENT—CITIZENSHIP REQUIREMENTS

### 2–110

(1) Only native-born or fully naturalized citizens of the United States will be accepted for first enlistment or reenlistment in the Marine Corps.

(2) A child born of parents who are United States citizens is a United States citizen. A child born in the United States of alien parents is a United States citizen. A child born of alien parents in a foreign country, if both parents, the surviving parent, or the parent having legal custody where there has been a legal separation, becomes fully naturalized before the child becomes 18 years of age, and such child is residing in the United States at the time of such naturalization or thereafter begins to reside permanently in the United States while under the age of 18 years is a United States citizen. [C. M. C. M. 1.]

(3) Only men who have been aliens and have become United States citizens are naturalized citizens.

### MARRIED MEN WITH DEPENDENTS

### 2–111

(1) Married men will not be accepted for original enlistment or for reenlistment from the Army or Navy.

(2) Married men, except those in the first three pay grades, will not be accepted for reenlistment nor will they be permitted to extend their enlistments, without specific authority from Headquarters.

(3) The policy with regard to granting the above authority is to grant it only in the following cases:

(*a*) Where the man is on the Headquarters list for promotion to a rank in the first three pay grades; or

(*b*) Where the particular marriage has been waived on previous reenlistment or extension of enlistment; or

(*c*) Where the man is detailed on recruiting duty or in a staff office, such detail being of a permanent nature which excludes consideration of 4-year or shorter details; or

(*d*) Where the man was married prior to June 1, 1939, while detailed on recruiting duty or in a staff office although not on a detail of a permanent nature; or

(*e*) Where the services of the man are particularly valuable to the Marine Corps because of his special qualifications.

(4) (*a*) Immediate commanding officers in forwarding a request for waiver of marriage will express either approval or disapproval.

(*b*) An approval will indicate upon which of the above grounds it is based. If based upon (3) (e), the special qualifications will be set forth.

(*c*) A disapproval will state that the man meets none of the requirements of paragraph (3) insofar as known to the commanding officer; or if he does meet one or more, these will be noted and reasons for the disapproval given.

(*d*) In either case; i. e., approval or disapproval, the immediate commanding officer will include a statement as to whether the marital status of the man has interfered with his transfer or proper performance of duty, and whether there is any indication that it is apt to so interfere in the future.

(*e*) Forwarding endorsements which are reversals of the action of the immediate commanding officer will indicate reasons for the reversal.

(5) In addition to the foregoing, the usual consent certificate of wife must be obtained before a married man is reenlisted, or extends his enlistment. Such certificate must be sworn to before a commissioned officer, notary public, or other person authorized to administer oaths.

(6) The consent of wife or waiver of marriage is not required for enlistment in or assignment to the Marine Corps Reserve.

(7) Recruiting officers will inform all men upon enlisting:

(*a*) That Headquarters looks with disfavor on the marriage of men whose permanent rank is not higher than sergeant and no special privileges are given to men in the lower pay grades due to the fact that they are married.

(*b*) That there are no accommodations at Marine Corps posts for families or dependents of enlisted men, except a few for noncommissioned officers of the first three pay grades.

(*c*) That an enlisted man whose permanent rank is not higher than sergeant cannot properly expect to support any dependents on his pay and allowances.

(*d*) That requests for discharges based on dependency of wife or child will not ordinarily be considered.

(8) Applicants for first enlistment who are the sole or partial support of other dependents or minor children will be rejected.

### AGE REQUIREMENTS

## 2–112

(1) Applicants for first enlistment may be accepted, between their eighteenth and thirtieth birthdays inclusive, but only very exceptional men should be accepted who are over 25 years of age.

(2) Before reenlisting a man who is over 35 years of age special authority must be obtained if he has been out of the Marine Corps more than 1 year, or if his prior service was in the Army, Navy, or Coast Guard.

### ACCEPTANCE OF MINORS

## 2–113

(1) The enlistment of minors over the age of 18 is legal without the consent of parents or guardian (34 U. S. C. 161).

(2) When authorized by the Commandant of the Marine Corps, men under 18 years of age who have the consent of parents or guardian, may be enlisted for general service. Such men will be required to furnish documentary evidence of date of birth. The only documentary evidence of correct date of birth that will be considered is as follows:

- (*a*) Certificate of birth.
- (*b*) Certificate of baptism.
- (*c*) Age as given on passports.
- (*d*) Sworn affidavits of parents or guardians.

(3) In the cases of applicants for enlistment who are under 18 years of age, it is highly desirable to secure the consent of both parents, if possible, but the consent of one parent is sufficient. When living, the consent of father is necessary, except where the mother or other person is the legal guardian of the minor.

[C. M. C. M. 3.]

(4) The consent of parents shall ordinarily be in writing.

(5) An affidavit before a notary public, duly sealed, setting forth consent of parent, may be accepted, provided no fraud is suspected.

(6) A letter from a recruiting officer addressed to the parents of applicants under 18 years of age requesting consent and duly answered in the affirmative, will be sufficient, provided no fraud is suspected. However, this should be done only in cases where parents reside at such a distant point that a personal interview cannot be arranged.

(7) Where parents or guardians are asked to give consent and they refuse, the applicant will be rejected.

(8) In the event that the parents, or guardians, do not object to enlistment, but refuse to sign consent papers, the enlistment of the applicant is authorized. The recruiting officer will make a notation to this effect on the enlistment contract.

(9) Where the parents, or guardians, of an applicant refuse to sign a statement relative to age, although admitting that their son or ward is of legal age to enlist without their signed statement as to age, the following signed certificate by a commissioned officer may be accepted as evidence of date of birth, and will be attached to the enlistment contract:

> I certify that I have this date personally interviewed (name), who stated to me that his son (name in full) was born (date of birth), but he would not sign any statement regarding his son's age for the purpose of enlisting in the Marine Corps.

(10) Applicants for enlistment under 18 years of age who furnish proof that they have no parent or legal guardian living, may be enlisted if qualified in all other respects. Evidence of date of birth is required in such cases.

[C. M. C. M. 3.]

### GENERAL REQUIREMENTS

### 2-114

(1) No person shall be enlisted or reenlisted in the Marine Corps except as a private or field music. All enlistments or reenlistments will be for general service. Applicants other than for the Marine Band will be informed that they must enlist or reenlist for general service with no promise of any special assignments or special duties, unless authority is obtained from the Commandant of the Marine Corps, but after enlistment or reenlistment they may apply to the commanding officer for any particular type of desired duty, and that their applications will be considered. They will also be informed that they are required to serve where their presence is required. This does not preclude recruiting officers from requesting transfers to various posts or stations desired by men who are contemplating reenlistment, but it must always be understood and made clear to the men concerned by the recruiting officer, that if their transfer to the post or station of their choice is authorized that the duration of their tour of duty at that station cannot be guaranteed in any way. [C. M. C. M. 2.]

(2) Applicants who are members of the Marine Corps Reserve will be given their discharge from the Reserve immediately prior to taking the oath of enlistment for the regular service.

(3) It being obviously impracticable to formulate instructions applicable to every variety and degree of deformity or mutilation, much must be left to the judgment of the medical examiner and the recruiting officer, who should base their opinion as to the fitness of the applicant on his ability efficiently to perform the general duties of a marine.

(4) Changes in the standards applicable to applicants for enlistment and reenlistment are made from time to time by changing conditions of the service. Such changes are announced to the recruiting service by the Major General Commandant.

### REENLISTMENTS

### 2–115

(1) Ex-Army men within age requirements, last discharged with character "excellent" may be enlisted.

(2) In the case of a man last discharged from the Army with character "very good" who presents himself for reenlistment in the Marine Corps, the recruiting officer will carefully scrutinize the discharge certificate. If it bears no notation as to absence without leave or other serious offenses, he will closely question the candidate and, if he considers that the man is exceptionally desirable material for the corps, will report the facts to the Major General Commandant, requesting a decision in the case. The man's service, and if possible his serial number, should be stated.

(3) Men last discharged from the Army with character "good," or below, will not be reenlisted in the Marine Corps.

(4) Men discharged from the Navy, whose average markings are "proficiency in rating" 2.75 or over, "obedience" 3.5 or over, and "sobriety" 3.5 or over and who are recommended on their discharge certificate for reenlistment may be reenlisted without specific authority from the Major General Commandant.

(5) In the cases of ex-Navy men applying for reenlistment in the Marine Corps, whose credits are below those mentioned in the preceding paragraph, specific authority must be obtained from the Major General Commandant before their reinlistment is completed.

(6) Upon the reenlistment of a man who is receiving compensation, a pension, or other benefits from the Veterans' Administration, the recruiting officer concerned will immediately notify the Major General Commandant by letter in order that the proper authorities may be notified in the premises.

(7) All men discharged by reason of a board of medical survey, regardless of their physical condition upon applying for reenlistment, must have the fact of discharge by said survey waived by the Major General Commandant before reenlistment is completed.

(8) Recruiting officers will advise all men who are receiving compensation or benefits from the Veterans' Administration, that in the event of their reenlistment they will automatically lose any and all benefits they may be receiving.

(9) Recruiting officers to whom members of classes I (e), II (b), III (b), (c) and (d), of the Marine Reserve apply for enlistment or reenlistment in the Regular Marine Corps will effect such enlistment or reenlistment if the applicants are otherwise qualified and will

immediately notify the commanding officer of the battalion, aviation squadron, or reserve district to which the applicant is attached, of the fact and the date together with station of duty.

(10) The officer who reenlists a man will enter upon the face of his last discharge certificate, over his own signature, the fact of his reenlistment, giving date and place. If practicable, the notation will be entered upon the lower left-hand corner of the certificate.

(11) An enlistment will not be antedated under any circumstances.

(12) A man may be reenlisted under a name other than that appearing on his discharge certificate, and apply to the Major General Commandant for credit for his prior service. He should submit the evidence required for change of name.

(13) When a man is enlisted or reenlisted at a recruiting station, the recruiting officer will complete the enlistment contract and fingerprint record and forward them direct to the Director, Personnel Department ~~Adjutant and Inspector~~. The proper entries will be made in the service-record book and health record, both of which will be sent to the post to which the man is transferred or, if the man is to be retained on recruiting duty, the service-record book will be sent to the division headquarters and the health record disposed of in accordance with the directions set forth in article 2–126.

(14) Recruiting officers will, before they request waiver for a prior dependency discharge, thoroughly investigate the case in point and obtain statements from the persons whose dependency caused the discharge that they are no longer dependent on the applicant for enlistment for support and that they are not again likely to become so. The recruiting officer will state on such requests for waiver that he has investigated the case and that the dependency no longer exists, nor is likely to exist. Ordinarily the Major General Commandant is not in favor of granting waivers of dependency discharges, especially where men were discharged from the other branches of the service and particularly where the discharge has been of recent date. Requests of this nature will not be submitted by telegraph or radio, and the applicant will not be lodged or subsisted at Government expense.

### WAIVERS OF PHYSICAL DEFECTS

### 2–116

(1) In any case where an applicant has some physical defects which require a waiver by the Major General Commandant, request therefor will be made before the applicant is accepted, the date of his acceptance as an applicant being the date upon which he is informed that the Major General Commandant has waived the disability.

(2) Requests for waivers must be as specific as possible as to the exact nature and degree of the disability noted. The terminology

employed must be in strict accordance with that used in the various circulars and orders issued by the Bureau of Medicine and Surgery.

(3) Waivers for flat feet or depressed arches will be requested only when the medical examiner is satisfied that the man is capable of properly performing his duties as a marine and completing his term of enlistment without the possibility of foot troubles.

(4) In submitting requests by dispatch for waivers of physical defects, the date and place of birth, chest measurement at expiration, height, and weight of applicant will also be given. If the request is for overweight the waist measurement of the applicant should be included.

(5) When telegraphic requests are submitted to the Major General Commandant for waivers of physical defects, or any matter which requires action of the Surgeon General of the Navy, recruiting officers will forward form NMC–588 to the Major General Commandant giving full data in the case. This form will not be in duplicate and need not be signed by the medical examiner or the recruiting officer, but their names will be typed therein. In the space now taken on the form concerned by the second and third endorsements, an entry will be made stating that "Waiver requested by telegram No. ----; (dis)approved by the Major General Commandant, telegram No. ----."

(6) Waiver will not be granted for disqualifications which exist to such a degree that an operation for the removal or correction of the disqualification will be necessary after enlistment. Such cases will be rejected.

(7) When the degree of a defect is such as not to interfere with proper performance of duty a waiver may be requested.

(8) In view of the act of March 3, 1885 (38 U. S. C. 24), which provides that "All applicants for pension shall be presumed to have had no disability at the time of enlistment; but such presumption may be rebutted," a note will be made of waivers requested.

## EXAMINATION OF APPLICANTS

### 2–120

The examination of applicants for enlistment will consist of the determination of the following facts:

(*a*) Citizenship.
(*b*) Dependency of relatives.
(*c*) Age.
(*d*) Physical condition.
(*e*) Height.
(*f*) Conformation.
(*g*) Mental development.
(*h*) Moral fitness.

## 2–121

(1) Upon the noncommissioned officers of the recruiting service devolves for the main part the important duty of eliminating all ineligibles. It is therefore of the greatest importance that they shall be thoroughly familiar with all instructions pertaining to the subject, as laid down in the Manual of the Medical Department of the United States Navy, relating to the physical examination of recruits, and in all circular letters and orders issued by the Major General Commandant from time to time. This does not mean that they will be required to have an understanding of all the technical terms employed or of the official nomenclature authorized by the Medical Corps of the Navy; but it does mean that every noncommissioned officer should apply himself persistently until he is fully able to detect the more obvious disqualifying defects, such as underheight, underweight, color-blindness, short-sightedness, flat feet, mutilations, deafness, etc. He should also be able to prevent the waste of time and the expense of subsisting applicants who are disqualified by the nature of previous service or on account of dependent relatives, by marriage, etc.

(2) The noncommissioned officer who receives an applicant for enlistment shall make a careful inspection of him as to his general appearance; shall see that he is entirely sober, and if he is under the influence of liquor shall reject him; and if there is any doubt as to his being of the proper height, shall measure him before going further.

(3) If applying for reenlistment (latest service in the Marine Corps) and last discharged with a character other than "very good" or "excellent" the applicant will be rejected.

(4) Recruiters will represent to applicants actual facts only, describing fairly and honestly all the features of the service, its work as well as its recreation; the number of years he will be required to serve; the nature of the duty at sea; on shore, and on foreign stations; clothing and rations; allowance such as bed and bedding in barracks; medical and dental and hospital attendance; the amount of pay and deduction of 20 cents per month for hospital fund; the privilege of applying for United States Government life insurance within 120 days from entry into active service; money paid to discharged men to return to place of enlistment; punishments (particularly those awarded for absence without leave and desertion); discipline, the benefits of the Navy Home, retirement, pensions, and honorable discharge; also the higher civic standing which comes with an honorable discharge and the social ostracism of those who are dishonorably discharged.

(5) Recruiters will have the applicant write his name in full; also short sentences. Have him read aloud the declaration on the enlistment contract he will be required to sign.

(6) Recruiters will test his vision, hearing, and color sense; measure and weigh him; examine his teeth, hands, and feet. If he wears a shoe smaller than 5–D or larger than 12–F, or wears a hat smaller than 6½ or larger than 7¾, or is otherwise unable to wear issue clothing, or does not come within the heights of 66 and 74 inches, he will be rejected.

(7) Each applicant for enlistment in the Marine Corps will be questioned as to whether or not he is a member of the Organized Militia, including the National Guard, of a State or Territory or a member of the reserve of the Army or Navy. Should it develop that he is a member of or has had prior service in any such organization he will be required to produce proof of his discharge from all obligations of service therein, either by formal discharge or by letter or telegram from the Adjutant General of the State concerned or the Army Corps Area Commander concerned prior to his being enlisted in the Marine Corps. A certified copy of such quittance must be attached to the enlistment contract.

(8) In case of naval reservists on inactive duty who apply for enlistment in the Marine Corps, the recruiting officer will instruct the applicant to make out a request for discharge from the Naval Reserve which request will be forwarded by the recruiting officer direct to the commanding officer of the reserve organization to which the man is attached, or if not attached to an organization, to the commandant of the naval district in which the reservist's records are kept, who are authorized to effect the discharges of such reservists for the purpose of enlistment in the Marine Corps. The discharge from the Naval Reserve will be delivered to the applicant immediately prior to his taking the oath of enlistment in the Marine Corps. When the applicant is enlisted a report to that effect will be made by the recruiting officer to the man's former commanding officer in the Naval Reserve. If not enlisted in the Marine Corps, the discharge will be returned direct to the office of origin with a statement of the facts by the recruiting officer.

(9) When an apparently desirable applicant denies prior service, but prior service is suspected, his fingerprint records will be forwarded, marked "special," with red ink, for comparison and telegraphic information, but the applicant in the meantime will not be subsisted or lodged at Government expense. When information has been received from the Major General Commandant in connection with a "special" identification record, and the applicant is thereafter enlisted and transferred, a copy of the communication from the Major General Commandant should be attached to the enlistment contract in order to obviate possible subsequent requests for investigation.

(10) When an applicant claims prior service in the Army, Navy, or Marine Corps, but is unable to produce his discharge certificate or other official authentication of his claim, or where there is evidence of error or fraud in the documents produced in support of the claim,

the recruiting officer will telegraph direct to the Major General Commandant, requesting verification. (See art. 2–122 (3).)

(11) When the officer or noncommissioned officer in charge of the station has reason to believe that the man is wanted by the civil or military authorities such inquiry will be made as the circumstances of the case may appear to warrant.

(12) At outlying stations the noncommissioned officer in charge will keep an accurate account of medical examinations performed by the medical examiner and will see that his assistant is familiar with the work of conducting examinations so as to be able to assist intelligently during their performance.

(13) Instructions as to physical requirements in recruits must be followed to the letter. Recruiting officers will satisfy themselves that medical examiners do not assume any discretionary authority, beyond what is clearly defined in the current manual of the Medical Department, United States Navy. The tendency in this direction is often noted in connection with cases of hernia, flat feet, defects of color perception, hydrocele, goiter, etc.

(14) Whenever examinations at the recruit depot, health records, or reports of medical surveys show a disability to have existed prior to enlistment, the medical officer who passed such a recruit will be held accountable for improper enlistment.

(15) Recruiting officers will personally question every applicant as to whether he has ever been convicted of a crime by any court, or whether or not he has ever commited an act such as would render him liable to criminal prosecution in such a court. If he admits such convictions or the commission of such act, he must be rejected, unless the offense committed was of a trivial nature which, in the opinion of the recruiting officer, would not reflect on the man's character or affect his desirability for enlistment.

(16) Before an applicant is enlisted the recruiting officer will personally call his attention to the fact that if the declaration he makes that he has "neither wife nor child" is false, he will be guilty of fraudulent enlistment and that, moreover, the fact of his being in the Marine Corps will not relieve him of his obligation to support his dependent relatives.

(17) Complete instructions concerning enlistments and reenlistments in the Marine Corps Reserve are embodied in chapter 13.

(18) It is essential that every recruiting station be supplied with a complete guide, revised, and kept strictly up to date, covering all those points on which enlisted men should be instructed in order that they will waste no time in endeavoring to procure the enlistment of persons who upon examination or investigation will be found to be disqualified. Guides of this kind, neatly typed and indexed, should be kept on file in places readily accessible to all of the enlisted personnel, and the men should be regularly examined as to their familiarity with the contents thereof.

(19) If for any reason an applicant concerning whom a waiver is pending is retained for a period of 10 days from the date of his first physical examination, he will be required to undergo another examination.

## Records and Reports

### TELEGRAMS

### 2–122

(1) Before preparing a telegram the sender should have before him in writing the facts concerning the case which he is about to present including:

(*a*) Correct spelling of man's name.

(*b*) Statement of prior service, verified from the man's discharge certificate when possible.

(2) In preparing the telegram the sender should:

(*a*) Write the message as briefly but clearly as possible.

(*b*) Include every fact essential to identify the subject or form a clear impression of the salient feature of the case.

(*c*) Avoid the use of abbreviations. This is especially important in the case of names, which should always be spelled out in full.

(*d*) Punctuation may be used where considered necessary and may be spelled out or indicated by the letter X. The word stop should not be used to indicate punctuation.

(*e*) If the case requires instant action, giving it precedence over all others, state the circumstances briefly, but avoid the use of expressions such as "please expedite."

(3) When a request for verification of prior service forms part of a telegram, the points of identification, in the order of their value are:

(*a*) Full name, including all given names and the surname spelled out in full.

(*b*) Date and place of enlistment.

(*c*) Reason for last discharge.

(*d*) Date and place of last discharge.

(*e*) In event (*b*), (*c*), or (*d*) cannot be furnished, any other pertinent fact which would serve to assist in identification should be included.

(*f*) In case of ex-Army men the serial number, unit or organization (giving exact official designation) from which discharged, and date of discharge.

(4) The signature to all telegrams from persons in the recruiting service shall be the surname only of the sender, without the words "by direction" or any other words or phrases.

(5) Recruiting officers are authorized to send telegrams to parents and officials requesting verification of age of applicants for enlist-

ment; telegrams sent collect to recruiting officer by parents and officials, which contain information regarding correct age of applicants for enlistment, may be charged to the Marine Corps.

(6) Follow-up telegrams requesting action on prior messages should be used only when circumstances indicate miscarriage of the original message. In this event the original message should be repeated in full.

### PREPARATION OF ENLISTMENT RECORDS

### 2–123

(1) When the applicant is accepted he will be required to write his name in full in the proper place on the declaration. Should the applicant's writing of his own signature not be clearly legible in every part he will be required to dictate the spelling of it, letter by letter, while one of the recruiters at the station prints it in the same manner beneath the signature on the enlistment contract. The applicant will also insert in his own handwriting on the enlistment contract the number of years for which he is enlisting. Some names consist of a single letter. In every such instance wherever the letter appears it should be enclosed in quotation marks upon the enlistment contract, in the service-record book, and upon all papers attached to either of them which bear the applicant's signature, to the effect that the name in question consists of one letter only.

(2) In all cases the street address of the next of kin must be shown on the enlistment contract.

(3) The place of acceptance of an applicant for enlistment is the place at which he applied for enlistment.

(4) The date and place of enlistment of a marine are the date and place of oath.

(5) When an applicant is accepted for enlistment the date and place of such acceptance will be shown on the enlistment contract in the space provided for that purpose.

(6) The certificate of the medical officer on the enlistment contract must bear the date of the examination.

(7) Every agreement which in any way qualifies the contract of enlistment shall be clearly set forth in writing, with the authority therefor, over the signature of the recruiting officer authorized to enter into the agreement. No condition or qualification of the contract of enlistment can be valid unless entered in writing upon such enlistment contract over the signature of the recruiting officer, and only then when such condition or qualification has been authorized either by express or general order issued by competent authority at Headquarters and entered upon the enlistment contract prior to its signature by the applicant.

(8) The following notation should be entered upon the enlistment contract in the cases of young men enlisted to learn the drum and

trumpet when such enlistments are authorized by the Major General Commandant: "For assignment as private to learn the drum and trumpet."

(9) When a man with prior service is accepted for enlistment, the recruiting officer will enter upon the enlistment contract and the service-record book, each in the place provided, a notation as to such prior service, showing date of enlistment or enlistments and discharge or discharges, branch in which service was performed (Army, Navy, or Marine Corps, etc.), rank or rating held at the time of each discharge, total of all time lost in each enlistment and of time retained beyond expiration of each enlistment, if any, with reasons therefor. If no time has been lost, a statement to that effect must be entered on the enlistment contract and in each place provided in the service-record book. There will also be shown the time from and to which a man has been in an inactive status in the reserve.

(10) A copy of the request for verification of previous service and of the reply thereto, if any, shall be attached to the enlistment contract of the man concerned.

(11) In cases where waiver for physical disability is involved the recommendation of the medical examiner will appear at the bottom of his certificate on the enlistment contract and over his signature.

(12) Immediately after the enlistment or reenlistment of a man the recruiting officer will complete the man's enlistment contract and forward it together with all supporting papers direct to the Adjutant and Inspector.

(13) Recruiting officers, when enlisting foreign-born applicants will accomplish a certificate stating that they have examined the naturalization papers of the man, or papers of the man's father (mother) giving: (*a*) number of naturalization certificate, (*b*) court where issued, (*c*) location of court, and (*d*) date of issuance. This certificate will be attached to the enlistment contract.

### PREPARATION OF FINGERPRINT RECORDS

### 2–124

(1) Fingerprint records (NMC 330 and 331) will be prepared and forwarded to the Adjutant and Inspector, without delay, in the cases of all men enlisting or reenlisting in the Marine Corps, or Marine Corps Reserve, also when unacknowledged prior service is suspected or when verification of prior service is necessary before enlistment.

(2) Fingerprints will be made in service-record books only when enlistments have been accomplished.

(3) No enlisted man or applicant will be transferred, nor will applicants be subsisted or lodged at Government expense, in cases where special identification has been requested.

(4) In cases of enlistment of applicants wherein special identification has been requested, a copy of the communication from Headquarters will be attached to the enlistment contract.

(5) **Signature and fingerprint impression.**—The applicant will be required to sign his name in full on the line for "Signature of applicant" and immediately a rolled impression of his right index finger will be made in the space above the signature. Both signature and fingerprint impression will be made in the presence of the recruiting officer who is to sign the record, and who may be called upon, at a later date, to take oath that he did actually see the making and signing of the record to which his name is affixed.

(6) All tattoo marks will be described and prior regular and reserve military service, with the branch of service, will be entered on the back of the fingerprint record.

## SERVICE RECORD BOOKS

### 2–125

(1) Entries will not be made in any service-record book until the enlistment contract is executed. The fingerprints required to complete the opening entries in such book should be made in the actual presence of the officer before whom the enlisted man takes oath of enlistment.

(2) In the cases of men reenlisting in the Marine Corps from the Army and Navy, who have been in an inactive status prior to their discharge, recruiting officers will show on the enlistment contract and in the service-record book, in spaces provided, the actual dates of enlistments, the actual dates of discharge with all other necessary data, and will also make a notation showing that the man was in an inactive status, giving dates.

(3) Appropriate entry will be made in the service-record book, in space provided, when an ex-marine is reenlisted in the Marine Corps and granted furlough, of the number of days granted, together with the inclusive dates.

(4) **Special qualifications.**—Upon the reenlistment of a marine who possesses any special qualification other than military, as shown by his discharge certificate, an entry of such qualification will be made in the space "Other special qualifications" of his service-record book.

## HEALTH RECORDS

### 2–126

Health records of officers and enlisted men on recruiting duty should remain in the custody of the medical officer to whom they would normally apply for treatment in case of illness; or, if no medical officer is assigned, in the custody of the recruiting officer.

### BENEFICIARY SLIPS

### 2–127

(1) A beneficiary slip will not be completed before actual enlistment of the man concerned.

(2) Commanding and other officers will impress on enlisted men the necessity for designation of dependent relatives where such exist.

(3) A new beneficiary slip is not required upon reenlistment, unless there is a change of beneficiary.

### REPORTS

### 2–128

(1) Officers in charge of divisions will render the pay and muster rolls for their respective divisions. They will be furnished by the officers in charge of districts with all the data necessary for the purpose.

(2) Noncommissioned officers of the recruiting service will be entered on the muster rolls as of those grades, and on the pay rolls entry will be made under "Remarks," showing the nature of the appointment, by whom made, its date, the station for which the appointment is made, and such other remarks as are called for by the pay roll.

(3) Officers in charge of divisions will direct officers in charge of districts and noncommissioned officers in charge of substations to report on the first of each month in the form of a tabulated statement, showing the number of applicants accepted as the results of the efforts of the individual under consideration. Such reports will be lodged in the files of the division officer concerned.

(4) Officers in charge of divisions will, as soon as practicable after the first day of each month, submit a report to the ~~Adjutant and~~ Director, Personnel Department ~~Inspector~~ containing a list of recruiting stations, arranged by districts, giving street addresses, monthly rental, roster of officers of the Navy and Marine Corps, and men on duty, and recapitulation of same. One copy of the report will be mailed direct to the Depot Quartermaster, Philadelphia, Pa.

(5) All district recruiting officers will forward to the ~~Adjutant~~ Director, Personnel Department ~~and Inspector~~ in duplicate, reports of the reenlistment of men transferred to Marine Corps posts for assignment to aviation duty.

(6) Report of delivery of discharge certificates, together with the future address of the man concerned, will be reported on daily change sheets.

(7) District recruiting officers will promptly report transfers effected by their orders to division headquarters by notation on the daily report.

(8) Division headquarters will each day report to the Adjutant and Inspector, on change sheet, transfers affecting the personnel of their divisions, whether such transfers are from point to point within the division or within the district. This does not apply to accepted applicants nor to men enlisted or reenlisted and transferred to posts.

(9) Reports of transfers, where such transfers are to points beyond the limits of the divisions, will be made to the Major General Commandant by the officer effecting the transfers, with additional copy to the paymaster having charge of the rolls of the division and to the Quartermaster.

(10) When men on recruiting duty receive a promotion or reduction the fact will be reported to the ~~Adjutant and Inspector~~ Director, Personnel Department, the Quartermaster, the paymaster carrying the accounts of the division and the Depot Quartermaster, Philadelphia, Pa.

### REPORT OF DESERTERS OR STRAGGLERS

### 2-129

(1) Recruiting officers will report the delivery or surrender of deserters and stragglers by telegraph to the Major General Commandant or the commanding general, Department of the Pacific, within the limits of that department, stating date and place of apprehension or surrender, and will forward a written report in duplicate as required by article 7-9.

(2) Report of the hour and date of delivery and a statement of all expenses incurred will be forwarded to the commanding officer of the post to which the absentee is sent and a carbon copy of said report mailed to the Major General Commandant. (See arts. 18-75 and 18-76.)

### INDEBTEDNESS

### 2-130

Whenever an enlisted man is transferred from the recruiting service a written statement will be obtained from him as to his indebtedness, if any, and the manner in which he proposes to liquidate it. Should the man claim to be free from debt, a statement to that effect will be obtained from him prior to transfer. Statements of indebtedness will not be forwarded to Headquarters, Marine Corps, unless the division officer deems disciplinary or other action necessary.

### REPORT TO RECRUIT DEPOT

### 2-131

[Omitted C. M. C. M. 1]

### REPORT OF MOTOR TRANSPORTATION

### 2–132

Officers in charge of recruiting divisions will render a monthly motor-transportation report to the Quartermaster on the prescribed form. A copy of this report will be furnished the ~~Adjutant and Inspector~~. Director Personnel Department

### MEN SENT TO CIVILIAN HOSPITAL

### 2–133

When it is necessary to send men to civilian hospitals for treatment, the fact will be reported to the Major General Commandant immediately. (See article 2–73.)

### BOARD AND LODGING

### 2–134

(1) The record of board and lodging furnished at each station other than a district headquarters station will be kept by the noncommissioned officer in charge, who will forward the monthly bills in duplicate to the headquarters station.

(2) Meals and lodging orders will at all times be kept under lock and key in the custody of the recruiting officer, and a strict record of every order issued shall be kept, showing the number of the order, the name of the man to whom issued, the name of the contractor, the date, and the number of meals and lodging called for.

(3) When a meal or lodging order has been canceled for any reason, such order will be plainly marked "Canceled" across the face and retained by the recruiting officer.

### EXPENSE

### 2–135

(1) Officers in charge of recruiting districts will prepare the monthly reports of recruiting (Form 40–B) and monthly report of expense (Form 73–B) for the stations in their respective districts, submitting same to the officer in charge of the division. These reports will be audited at the division headquarters and forwarded to the [illegible] ~~Adjutant and Inspector~~. Separate reports of expense will be included in the consolidated report for the division (Form 73–A). These reports must be forwarded so as to reach Marine Corps Headquarters not later than the tenth day of the month following the period which they cover.

(2) Expenses in connection with the meals, transportation, etc., of reservists transferred to the Regular Marine Corps shall not be included in the reports of expenses referred to in the preceding paragraph.

(3) Additional pay of noncommissioned officers (i. e., the amount above the base pay of a private), paid to them by virtue of their holding recruiting warrants; and commuted allowances of recruiters, less the value of the garrison ration, will be reported on Forms 73–A and 73–B referred to in paragraph (1) above, such additional pay and allowances being a proper charge against the cost of procuring enlistments.

(4) In the preparation of reports of recruiting, accepted applicants who have been enlisted will be credited to the place of application and not the place of enlistment.

(5) Uniformity in reporting total number of applicants is essential. For this purpose the following method must be followed:

Under Applicants (item No. 26, Form 73–B) the following will be included:

All men who have been examined physically for enlistment, whether accepted or rejected, and all men who have proceeded so far toward enlisting that they have entered a recruiting office, and who have actually entered upon definite inquiry as to the nature and duration of service, rates of pay, etc.

(6) Itinerant recruiting parties attached to recruiting districts will be considered, for the purpose of the reports herein contemplated, as recruiting stations, and all applicants accepted by such parties from outlying towns not having recruiting stations will be credited to "Itinerant Recruiting party No. -----."

(7) In preparing monthly report of expense there will be included, under the appropriate headings, every item of expense other than the pay and allowances of officers and enlisted men (except as regards additional pay of noncommissioned officers holding recruiting warrants, see par. 3, above), together with the number of applicants, as

defined in paragraphs (5) and (6) of this article, and the average cost for the month.

(8) Division officers will have the following system put into operation throughout their respective divisions and maintained by officers concerned: District recruiting officers are required to receive a "Sales slip" or "Invoice" for all gasoline or oil issued the motor transportation in the districts on the date on which the purchase of such articles is made. The chauffeur is required to hand to the district officer at the end of each week, a slip showing the number of miles indicated for each day's run. In this manner a good check is kept on the expense of the vehicle.

### BULLETINS

### 2-136

(1) Officers in charge of divisions will require that daily bulletins be rendered them by district officers. Such bulletins will be consolidated (on 8 by 13-inch paper) and forwarded Mondays, Wednesdays, and Fridays of each week to the Director, Personnel Department, and to the different districts of the division. If the last day of the month does not fall on any of the foregoing days, an additional bulletin will be prepared for the last day of the month in order that all changes may be recorded thereon for muster roll, pay roll, and other data. [C. M. C. M. 3.]

(2) List of cities where recruiting stations are located, arranged by districts, showing the number of applicants for the Marine Corps accepted or enlisted in each city from the first of the month to date of report.

(3) The column of remarks on such reports will contain the names of men joining the division and the name of the district to which assigned; appointments and revocations of medical examiners, with their addresses; change of station of officers and medical examiners; promotions; reductions; transfers (including transfers within the division); leaves, furloughs, deaths, absences without leave; inspections of stations, with name of inspecting officer and date of such inspections; establishment and discontinuance of stations, with authority, date of accomplishment, name and address of contractor, and rental. When a man is transferred to barracks, the reason for such transfer, report, as to the man's fitness for recruiting duty, and notation as to whether or not he desires to be redetailed for such duty, should be entered; also notation as to change of the enlisted man's status by marriage, and any other information which may be of interest or value to the Director, Personnel Department, or to any officer within the district. These bulletins are records of a complete recruiting history of the office from which distributed for the period designated. [C. M. C. M. 3.]

### VOUCHERS

## 2–137

(1) Vouchers for rent of stations and furniture, for board and lodging furnished under agreement, for the physical examination of applicants for enlistment, for telegrams, bill posting, laundry service, and for other services and articles purchased, such as furniture, streetcar tickets, etc., in a recruiting division will be prepared on the prescribed form at the division headquarters and forwarded to the Quartermaster as soon as practicable for payment. (See art. 23–19 (4).)

(2) The Western Division will forward vouchers to the Depot Quartermaster, Marine Corps, San Francisco, Calif. Vouchers from all other recruiting divisions will be forwarded to the Quartermaster.

(3) In order to prevent unnecessary delay in the settlement of the accounts of contractors, officers in charge of recruiting divisions will give special attention to obtaining bills promptly at the end of each month or at such time as the amounts are due, for services rendered or supplies furnished, vouchering same and forwarding them to the office of the quartermaster department designated to pay the same. All bills should be carefully audited before being vouchered.

(4) Vouchers need not be itemized but should be prepared to cover only the total number of meals and/or lodgings furnished during the month showing the unit price and the extended total, for example:

| | | | |
|---|---|---|---|
| Breakfast | 75 | $0.30 | $22.50 |
| Dinner | 120 | .35 | 42.00 |
| Supper | 140 | .40 | 56.00 |
| Box lunches | 50 | .25 | 12.50 |
| Total | | | $133.00 |

(Where all meals are at same price)

| | | | |
|---|---|---|---|
| Meals | 275 | $0.14 | $110.00 |
| Lodgings | 80 | .75 | 60.00 |

[C. M. C. M. 3.]

(5) Officers in charge of recruiting districts and noncommissioned officers in charge of substations will furnish board and lodging, when necessary, to guards sent from the various marine barracks to recruiting stations for the purpose of receiving and returning stragglers and deserters to their proper stations. The furnishing of the above services under board and lodging agreements executed by the recruiting service in connection with the subsistence of applicants for enlistment is permissible. Report of expense involved in such cases should be promptly made to the proper commanding officer on Form NMC–698. Care will be exercised to avoid including expense incident to furnishing such board and lodging on Form NMC–849.

(6) In preparing vouchers for the transfer of baggage the voucher should give the name of the enlisted man, the number of pieces of baggage, and should state that such hauling was in connection with transportation request No. ______ dated ______________, and that no money for transportation of baggage was furnished thereon.

(7) Vouchers for hauling public property to and from freight stations should show the number of the bill of lading on which shipment was made.

(8) A record will be kept at each recruiting station of all vouchers forwarded to the Quartermaster Department for payment, with the name of the payee and the date of service, amount, and date of forwarding.

(9) Recruiting officers will prepare vouchers for expenses which they may incur while traveling and forward same to the assistant paymaster having the pay accounts of the district for payment.

(10) When a contractor renders a properly certified bill, it is not necessary that certificates on vouchers be signed by him, but it is preferable that the accounts be stated in full on the voucher form and the certificate properly executed by the contractor, as far as practicable. (See art. 23–19 (4).) [C. M. C. M. 3.]

(11) Vouchers covering payment of reward for apprehension and delivery of deserters and stragglers will be prepared as prescribed in article 18–75.

(12) Vouchers for such professional services as specified in the following paragraph should be supported by the physician's bill, which bill should include, in addition to the information specified, the full name of each applicant examined.

(13) Accounts for examination of recruits will show the physician's address and the location of the recruiting station, the number of applicants examined each day and the charge. The recruiting officer will certify that the men examined were applicants for enlistment.

(14) When medical treatment, including medicine, nursing, and hospital care, is required by an enlisted man on recruiting duty and cannot otherwise be had, the recruiting officer may employ the necessary civilian service to furnish it, also in emergency dental treatment, all in accordance with article 1189, Navy Regulations, and chapter 21, Manual of the Medical Department. Accounts will show the full name of the physician and his address. The visits charged for will be set forth chronologically, giving under each date the full name and rank of the patient treated, the disease or injury in each case, and the charge. Additional visits made on the same day will be entered separately and marked "Second visit," "Third visit," etc., and the necessity therefor must be explained, the patient named, and the separate charges therefor noted. Any unusual charge must be fully explained. If the medicines charged for extra by the physician

were supplied from his own stock, he must so certify and furnish an itemized list thereof. If the medicines were supplied by a druggist and paid for by the physician, the former's itemized receipted bill showing payment by the latter is required as a subvoucher, accompanied by the prescriptions, each prescription showing upon its face the date, the druggist's file number, the price, and the name of the patient for whom the medicines were prescribed. Medicines furnished by a druggist and not paid for by the physician will not be allowed for in the latter's account. The physician will certify that the account is correct and just, and that the charges do not exceed the customary local rates. The recruiting officer will certify to the correctness of the accounts, stating that the enlisted man named was on duty at the time and place of treatment, and state why it was impossible to secure the services of a naval medical officer. When civilian medical attendance is procured by an enlisted man he will make affidavit to the required certificate.

### REPORTS OF INSPECTION

### 2–138

(1) Division and district officers will report upon location, size, convenience, condition of offices; sufficiency and condition of public property, books, records, and blank forms; enlisted personnel, as to knowledge of recruiting instructions and the duties of a noncommissioned officer on recruiting duty; whether railroad transportation facilities are ample and satisfactory; efficiency of medical examiners; conditions of records, reports, fingerprint equipment, and clerical work; and the condition of the establishment having the contract to feed and lodge applicants. Add such information as may be obtainable and applicable.

(2) The inspecting officer will require that all published changes affecting any of the publications mentioned in this article shall be posted up to date before the termination of his visit of inspection or, if proper notice of such change is not at hand, that official application therefor is forwarded at once. Such application shall state the necessity (such as nonreceipt of the original notice of change, loss of such notice, etc.) and shall be endorsed by the inspecting officer with respect to the same matter.

(3) Addresses of ex-marines—Completeness and accuracy of files as shown by comparison with lists of "Marines eligible for reenlistment" will be noted by the inspecting officer.

(4) Division headquarters will keep a record of all inspections made by the division officers and district officers will keep a record of all inspections made within their districts. The regular and thorough inspection of all stations is regarded as a matter of prime importance, and all instructions pertaining thereto will be strictly followed.

(5) Date showing inspections by division and district officers will be shown on bulletins prepared at division headquarters.

### RECRUITING OFFICERS OF POSTS

## 2–139

The commanding officer of a post, recruit depot, brigade, regiment, or separate office or detachment, or an officer designated by him, shall be the recruiting officer of the organization, and his signature shall appear as such on the enlistment contracts and in the service-record books of men enlisted by him.

## 2–140 to 3–0

## Chapter 3

# SEPARATION FROM THE SERVICE

| | | |
|---|---|---|
| Section 1. | Articles 3–1 to 3–8. | Death. |
| Section 2. | Articles 3–11 to 3–30. | Discharges. |
| Section 3. | Article 3–31. | Retirement of enlisted men. |
| Section 4. | Articles 3–32 to 4–0. | Enlisting discharged men in the Reserve. |

## *Section 1.—DEATH*

### GENERAL

### 3–1

(1) **Report of death.**—In cases not reported under article 1513, Navy Regulations, commanding officers of Marine Corps posts, recruiting stations, and other organizations will report immediately to the Secretary of the Navy, by dispatch, the death of any officer, enlisted man, or accepted applicant under their command, giving the following information:

- (*a*) Full name and rank of the deceased.
- (*b*) Cause, date, and place of death.
- (*c*) Name and address of the next of kin.
- (*d*) Whether or not the next of kin has been notified.
- (*e*) Disposition that has been or will be made of the body.
- (*f*) Whether on active duty (in case of reservist or retired man).
- (*g*) Current rate of pay.
- (*h*) If in a nonpay status because of absence, state the date and hour absence commenced, and whether dropped as a deserter. [C. M. C. M. 3.]

When full information under any of the foregoing heads must await later investigation or determination, the dispatch shall be sent with whatever data are available, supplementing it with complete information at the earliest possible date.

(2) In cases in which many persons are involved the dispatch to the Secretary of the Navy should state the full names and ranks of those dead, seriously injured, slightly injured, and missing. The additional information required by paragraph (1) will be furnished as soon as practicable thereafter.

## 3–2

**Letters to next of kin.**—In all cases of death commanding officers will write a letter to the next of kin. All the circumstances connected with the death so far as definitely known will be given except when death occurs under discreditable circumstances. (See art. 3–3 (3).) This communication should be in such language as to show personal consideration for the next of kin. Care should be exercised to see that the information given is not at variance with the findings of any court or board that may have been convened in the premises; but the fact that a court or board is to investigate the circumstances should not operate to delay this communication, as it is desired that the next of kin be given all available information at the earliest practicable moment. Cases involving serious injury or illness will be similarly handled.

### DISPOSITION OF BODIES

## 3–3

(1) **When death occurs in the United States** and early shipment is practicable the commanding officer of marines, in all cases not provided for in article 1513, Navy Regulations, shall also notify the nearest relative or legal representative of the deceased by dispatch (unless living outside of the continental United States), requesting instructions regarding disposition of the body and whether or not an escort is desired to accompany the remains to the place of burial. Escort to place of burial may not be furnished if deceased was an accepted applicant. If practicable, the body should be transferred immediately to the nearest naval hospital or medical department of a navy yard or station for embalming, preparation, and disposition.

(2) **Telegram of notification of death.**—(*a*) Telegram of notification of death to the next of kin of a member of the Marine Corps will be worded substantially as follows:

> Deeply regret to inform you your (relationship, rank, and name) died (date) (cause of death if not under discreditable circumstances) (place of death) X Please telegraph (address to which instructions should be sent) collect whether you desire remains interred in Government cemetery at Government expense or shipped to you for private burial X If shipped to you transportation of body prepaid by Government and certain designated funeral expenses as per detailed information being forwarded by mail not exceeding fifty dollars reimbursed by Marine Corps X If sent home for burial also advise if you desire escort to accompany body X Please accept my heartfelt sympathy X (Signed by commanding officer.) [C. M. C. M. 2.]

(See art. 18–72 (9).)

(*b*) Telegram of notification of death to the next of kin of a member of the Marine Corps Reserve on active duty will be worded substantially as follows:

> Deeply regret to inform you your (relationship, rank, and name) died (date) (cause of death if not under discreditable circumstances) (place of death)

X Please telegraph (address to which instructions should be sent) collect whether you desire remains interred in Government cemetery at Government expense or shipped to you for private burial X If shipped to you preparation, encasement, and transportation of body prepaid by Government X Marine Corps cannot defray expenses of funeral and interment at destination X If sent home for burial also advise if you desire escort to accompany body X Please accept my heartfelt sympathy X (Signed by commanding officer.)

(See art. 18–72 (9)).

(3) **When death occurs under discreditable circumstances,** for instance, as the result of misconduct on the part of the deceased—the telegram of notification to the family should not, if practicable, state the cause of death.

(4) In the event the next of kin requests that the body be buried at the place of death or in a post or national cemetery, or when it is impossible to ascertain the wishes of the next of kin within a reasonable time, the body will be interred at the place death occurred or in the nearest available post or national cemetery as may be practicable, at Government expense.

(5) **When death occurs at sea or outside the continental United States,** the next of kin will be notified by Headquarters, Marine Corps, and the necessary instructions for disposition of the body will be forwarded to the place of death. The letter or letters of condolence will, however, be forwarded in accordance with article 3–2. Burial will not be made in a foreign port or at sea in advance of the receipt of such instructions, except when preservation or retention of the body is impossible. In the latter case a detailed report, giving the reasons, date, and place of burial, will be forwarded to the Major General Commandant as soon as practicable; also the probable date disinterment and return of the body may be anticipated if burial was not made at sea.

## 3–4

(1) **Escorts.**—An escort of one person may be furnished to accompany the bodies of officers and enlisted men to the place of burial, the desire of the next of kin or family being ascertained, if practicable. (34 U. S. C. 923.) An escort of one person may also be furnished to accompany the cremated remains of officers and enlisted men to the place of burial, provided the escort actually carries with him on the trip the receptacle containing the ashes and personally delivers it to a member of the family or other proper person at the authorized destination. The escort selected shall, when practicable, be of the same rank as the deceased and a friend or associate. He shall accompany the remains in transit and exert every effort to insure the safe delivery of the body at its destination. If the family of the deceased so desires, he will attend the funeral and burial services, after which he shall return to his proper station or proceed as directed. Care will be exercised that enlisted personnel selected for this duty shall be of such character and appearance

as to reflect credit upon the service. A friend or relative (not in the naval service) may accompany the remains in lieu of a service escort. When death occurs outside the continental United States, a relative may travel as escort to point of reshipment in the United States, and when no relative is present desiring to accompany the body to the place of burial, naval personnel traveling to the United States at the time may be utilized as escorts to the point of reshipment in the United States. (See arts. 16-29, 16-164, and 18-71.)

(2) The commanding officer of a Marine Corps post or recruiting station upon receiving intelligence that the body of a member of the Marine Corps is being shipped to the vicinity of his post or station for burial will, whenever practicable, call in person upon the next of kin. He should be careful to have every assistance possible furnished, and if practicable, a suitable representative of the corps should be detailed to meet the body upon its arrival. The use of Government transportation requests in carrying out these instructions is not authorized. In order that the above provisions may be effectively carried out commanding officers of marines will, when bodies are forwarded to relatives, notify the commanding officers of the Marine Corps post or recruiting station nearest the home of the deceased by telegraph, giving the name and rank of the deceased; name and address of the next of kin; route, date, and hour of departure of the body, and probable date and hour of arrival at destination.

### 3-5

(1) **Flags for draping coffins.**—Commanding officers of Marine Corps posts and stations may authorize the issue of storm flags for draping coffins at funerals of officers and enlisted men whose deaths occur while serving in the Marine Corps, also of retired officers, retired enlisted men, and of accepted applicants; such flags to be turned over to the next of kin on request. Request for the flags shall be construed as included in an application for the body. In cases of doubt as to whether the persons making requests are legally entitled to the flags, the requests should be forwarded to the Major General Commandant for authority prior to issuing the flags.

(2) Flags used for draping coffins at funerals where no next of kin is present will be preserved and stored for safe-keeping tagged with the name of the deceased and date of funeral, and held for a period of three months pending receipt of request therefor from the next of kin. If at the end of three months no request is received the flag will be returned to store for reissue.

(3) When an escort accompanies the body, the flag should be placed in charge of such escort, to be delivered with the body. When the body is shipped from a point outside the continental United States the flag will not be furnished by the accountable officer at the point of shipment, but by the accountable officer at the last Marine

Corps station having the body in charge, and will be forwarded by that officer either in charge of escort, or be securely wrapped and fastened to shipping case and that fact noted on bill of lading. A flag will not be placed in shipping case, as this may result in its being lowered into the grave with shipping case if the latter is not opened, and the necessity for issue of another flag to be turned over to next of kin.

(4) The order of the commanding officer in writing will be sufficient voucher for dropping from the property account flags issued in accordance with the above.

(5) A flag used to drape a coffin will not be lowered into the grave and will not be allowed to touch the ground.

## 3–6

(1) **Disposition of personal effects.**—Upon the death of any person in the Marine Corps the commanding officer shall cause all of the effects of the deceased to be collected and inventoried. If the deceased was an officer, this shall be done by two officers detailed for that purpose; if an enlisted man, by his immediate commanding officer. The inventories shall be made in quadruplicate, duly attested, and signed by the officers making them. The commanding officer shall retain one copy of the inventory, one copy shall be delivered to the post quartermaster, who shall take charge of the effects; one copy shall be forwarded to the Quartermaster, and the fourth copy forwarded to the Director, Personnel Department, in the case of an enlisted man, securely affixed to his service-record book. [C. M. C. M. 3.]

(2) If any of the effects of a deceased person are perishable and deteriorating, they shall be immediately sold at auction, and the proceeds of sale shall be disposed of in the same manner as any money found in his effects.

(3) All moneys, articles of value, papers, keepsakes, and other similar effects shall be forwarded to the legal representatives, or in default of such, the heirs at law of the deceased. U. S. Treasury checks found in the effects of deceased personnel will be delivered to the disbursing officer carrying the accounts of such personnel. Such checks will not be canceled and taken up in the disbursing officer's account, but will be transmitted to the General Accounting Office with the detailed statement of account. Should it be impossible to ascertain the existence of the legal representative or heirs at law, the moneys and articles mentioned and other similar effects should be sent to the Commandant of the Marine Corps for safekeeping. Should the above-described property be unclaimed for a period of 2 years after the death of the owner thereof, all articles and effects so deposited shall be sold at auction to the highest bidder, and the proceeds of such sale, together with the moneys mentioned, shall be deposited

in the Treasury as miscellaneous receipts. If at any time during the 2 years such above-described property is in the custody of the Marine Corps the legal representative of the deceased person applies for his effects, they shall be delivered to him. [C. M. C. M. 2 and 3.]

(4) All other effects not mentioned in paragraphs (2) and (3) of this article should be forwarded to the next of kin, usually with the remains. The Quartermaster should be advised of the disposition made of effects, in order to complete the records in each case. When effects accompany remains and escort, a receipt will be procured from the next of kin by the escort and forwarded to the Quartermaster. If impossible to ascertain the whereabouts of the next of kin, the effects will be properly marked and placed in storage pending instructions from Headquarters, Marine Corps. (See art. 18–71.) (34 U. S. C. 942 and art. 908, N. R.)

## 3–7

(1) **Disposition of Government property.**—Government property in possession of deceased persons will be collected and inventoried in the manner prescribed for personal effects in article 3–6 (1). Government property held on memorandum receipt will be turned over to the accountable officer holding the receipt who will acknowledge receipt of the property turned over to him by endorsement on the inventory. Individual equipment held by deceased enlisted men on Form NMC–782 should be handled in the manner prescribed in article 17–110.

(2) Accountable officers receiving individual equipment of deceased enlisted men or holding memorandum receipt of deceased officers or enlisted men will promptly ascertain what property is missing or damaged. If any property for which the deceased is charged is found to be missing or damaged, a board of survey should be requested. (See art. 17–53.) Commanding officers of detachments en route and having no accountable officer should ascertain whether any individual equipment charged to a deceased enlisted man is missing or damaged at the time inventory is made, and if any such equipment is missing or damaged a board of survey should be ordered, or if this is impracticable the commanding offier should prepare a statement of the circumstances in the case, which should be attached to Form NMC–782 of the deceased.

## 3–8

(1) **Transportation, remains.** (See arts. 16–29 and 16–212.)
(2) **Transportation, effects.** (See arts. 16–270, 16–279, and 18–71.)
(3) **Burial expenses.** (See arts. 18–70, 18–71, and 18–72.)

## *Section 2.—DISCHARGES*

### CLASSES

### 3–11

Discharges of enlisted men of the Marine Corps are divided into the following classes:

*Class 1. Honorable discharge:*
- (*a*) Upon expiration of enlistment or extended enlistment.
- (*b*) Upon report of medical survey, disability not due to own misconduct.
- (*c*) On account of dependency of relatives, dependency arising subsequent to enlistment.
- (*d*) On account of dependency of relatives, for man's own convenience.
- (*e*) To accept appointment in the military or naval service.
- (*f*) For man's own convenience.
- (*g*) For convenience of the Government.
- (*h*) For inaptitude involving no reflection upon moral character or conduct.
- (*i*) As unsuitable for Marine Corps Service owing to physical disqualification existing prior to enlistment. (See art. 3–17 (2) (b).) [C. M. C. M. 3.]
- (*j*) By reason of under-age enlistment. (See art. 3–14.)

*Class 2. Discharge:*
- (*k*) Upon report of medical survey, disability due to own misconduct.
- (*l*) As undesirable; by reason of:
  - (1) Desertion.
  - (2) Habits and traits of character.
  - (3) Fraudulent enlistment, or fraudulent extension of enlistment.
  - (4) Conviction by a civil court.
  - (5) Other grounds.
- (*m*) By reason of fraudulent under-age enlistment. (See art. 3–14.)

*Class 3. Bad-conduct discharge:*
- (*n*) In pursuance of sentence of a summary or general court-martial.

*Class 4. Dishonorable discharge:*
- (*o*) In pursuance of sentence of general court martial.

### CERTIFICATES USED

### 3–12

In effecting the discharge of marines the following certificates will be used.

*Class 1. Honorable discharge:*
  Upon expiration of enlistment, or extension thereof:
    With award of good-conduct medal, NMC–257a.
    Without award of good-conduct medal, NMC–257.
  From the Marine Corps Reserve, NMC–258 or 258a.
  Upon report of medical survey, disability in line of duty, NMC–258 or 258a.
  Upon report of medical survey, disability not in line of duty, not due to own misconduct, NMC–258 or 258a.
  All other discharges under class 1, NMC–258 or 258a.
*Class 2. Discharge.*—Form NMC–385a.
*Class 3. Bad-conduct discharge.*—Form NMC–385 (yellow paper).
*Class 4. Dishonorable discharge.*—Form NMC–385b (yellow paper).
[C. M. C. M. 3.]

### PHYSICAL EXAMINATION ON DISCHARGE

### 3–13

Commanding officers will have the medical officers make a careful physical examination of all men at the time of their discharge and record all physical defects and other data in the health records. Where practicable, each should be examined by two medical officers. In case physical disability is found, the individual must be examined by a board of medical survey before being discharged.

### UNDER-AGE DISCHARGES

### 3–14

**Before discharging a minor** for any cause under circumstances where neither travel pay nor transportation in kind is to be furnished by the Government, the commanding officer will, if practicable, notify the parents or guardian of such minor a reasonable time in advance of the date set for discharge in order that they may send him funds with which to defray his expenses to his home, if they so desire.

### MEDICAL SURVEY DISCHARGES

### 3–15

(1) **Discharge.**—Orders for the discharge of any man who has been surveyed and recommended for discharge because of disability will be issued by Headquarters.

(2) **Men in hospital.**—Discharge by reason of physical disability on approved recommendations of a board of medical survey will not be effected until the man has been discharged from treatment in the hospital, except where further hospitalization as a supernumerary patient is considered necessary.

(*a*) Medical officers may recommend physical waivers for the reenlistment or extension of enlistment of men physically disqualified at the time their enlistments expire provided:

1. Their injury or disease was incurred in line of duty and not the result of their own misconduct.

2. That the disability is temporary and there is reasonable expectation of cure.

3. That they are in all other respects qualified for reenlistment.

(*b*) Where enlisted men are under treatment at naval hospitals for injury or disease and their condition is such that there is no possibility that they may be reenlisted, and when the expiration of their enlistment occurs while still under treatment, they shall be surveyed by a board of medical survey with a view to discharge for "physical disability" instead of being discharged "on account of expiration of enlistment." An enlisted man found physically disqualified for discharge at the time of expiration of enlistment will be retained in the service and his accounts will not be closed until disposition has been made of his case by the medical officer. In such cases the following notation will be placed on the discharge certificate: "__________ days retained in the service for treatment, the disease or injury not the result of own misconduct." [C. M. C. M. 3.]

### DISCHARGES FOR OWN CONVENIENCE

### 3–16

[Omitted. C. M. C. M. 3.]

### DISCHARGES FOR INAPTITUDE OR UNDESIRABILITY

### 3–17

(1) When request is made for the discharge of a man from the service for inaptitude or undesirability a full report of the circumstances will be made, together with the recommendation of the com-

pany or detachment commander, the recommendation of the post commander, and a statement of the man concerned, or a declaration that he desires to make no statement. Requests for discharges of this nature will not be made by dispatch. No discharges of this nature will be effected without specific authority from the Commandant of the Marine Corps. [C. M. C. M. 2.]

(2) (*a*) **A discharge for inaptitude** should be recommended only when a man has demonstrated his inaptitude for the service. In this classification are those who are unable to cope with service conditions and who give no evidence of being able eventually to adapt themselves. An inaptitude discharge carries no reflection upon the moral qualifications of the man, and the character given on the face of the discharge will be that indicated by service-record book markings.

(*b*) Recruits who are found to react positively to the Kahn test will be reported to Headquarters so that their discharge may be directed as unsuitable for Marine Corps service owing to physical disqualification existing prior to enlistment. [C. M. C. M. 3.]

(3) **A discharge for undesirability** is not to be used as a punishment and is to be awarded only in exceptional cases, such as that of a man who is constantly and wilfully committing breaches of discipline of such a minor nature as not to warrant trial by court martial, or who, because of immorality, or other similar causes, is clearly undesirable for retention in the service. The character given on the face of the discharge certificate will be "Bad" unless otherwise directed by the Commandant of the Marine Corps. [C. M. C. M. 2.]

## BAD-CONDUCT DISCHARGES

### 3–18

(1) When an enlisted man is sentenced by a court martial to bad-conduct discharge, his accounts will be closed and transmitted for discharge at such time as date of discharge is decided upon, unless

he is to be transferred to another station or ship for discharge, in which case his staff returns will be transmitted from his new station.

(2) No enlisted man shall be discharged with a bad-conduct discharge in accordance with the sentence of a summary court martial until an order for discharge is received from the Major General Commandant.

### DISCHARGE WHILE ON FOREIGN SHORE DUTY

### 3-19

(1) **Waivers to consular aid and transportation.**—Marines who are to be discharged while on shore duty on foreign stations shall not, in consideration of being retained at such stations for discharge, be required to execute waivers of claims to consular aid and to transportation and subsistence for sea travel incident to return from place of discharge to place of current enlistment.

(2) Waivers of claims to consular aid and transportation will only be required in cases of marines who are to be discharged upon their own request on expiration of enlistment from a ship on foreign station, in accordance with article 582 (7), Navy Regulations, 1920.

(3) Waivers in such cases will be worded as follows:

> I, ________________, serving as a marine on board the U. S. S. ____________, request to be discharged upon expiration of my enlistment, ____________, 19__, in the port of ____________. If so discharged, I hereby waive all claims to consular aid and to transportation to the United States.

(4) Waivers will be executed in duplicate and one copy forwarded to Headquarters, Marine Corps, through official channels; the other will be securely pasted in the man's service-record book.

(5) **Transportation and subsistence.**—Upon the discharge of any enlisted man with an honorable discharge, the law requires that transportation and subsistence in kind for the sea travel over the statutory shortest usually traveled route to his place of acceptance for enlistment should be tendered him. If this tender be accepted, then this transportation and subsistence in kind should be supplied the discharged man after his discharge. For the land travel in the journey, both within and without the United States, travel allowance at the rate prescribed by law rather than transportation and subsistence in kind should be credited him in his final settlement. If the man declines to accept the tender of the transportation and subsistence in kind for the sea travel, through his desire immediately to reenlist, or for any other cause, a proper record of this tender and of its nonacceptance, or its waiver, should be made in the space provided, but in a case where the accounts are paid by a naval pay officer this record should further be made under "Remarks" on pay rolls where the final statement of the account is extended.

### TRANSFER FOR DISCHARGE

### 3–20

Marines serving in detachments under charge of noncommissioned officers, or in detachments of vessels in home waters, will be transferred at least two weeks before expiration of enlistment, without specific authority of the Major General Commandant, to the nearest Marine Corps post for discharge.

### FORWARDING SERVICE-RECORD BOOKS FOR DISCHARGE

### 3–21

The service-record books of men who are to be discharged upon expiration of enlistment within the United States will be forwarded to Headquarters, Marine Corps, or to Headquarters, Department of the Pacific, as the case may require; those for Headquarters, Marine Corps, to be forwarded not less than 15 days prior to expiration of enlistment from posts and recruiting stations east of the Mississippi River, and not less than 25 days prior to expiration of enlistment from posts and recruiting stations west of said river; service-record books to be forwarded to Headquarters, Department of the Pacific, not less than 15 days prior to expiration of enlistment.

### COMPLETING BOOKS OF MEN DISCHARGED

### 3–22

The service-record books of all men who are to be discharged for other causes will be retained at the posts (or on board the ships) where said men are to be discharged until the discharge certificates have been delivered, when an entry to the effect that the man has been discharged will be made in the place provided in the service-record book.

#### EXAMPLES

(*a*) Dishonorably discharged at (place of discharge) on (date of discharge), pursuant to the sentence of a general court martial. Character: Bad.

______________________, U. S. M. C.,
*Commanding.*

(*b*) Discharged at (place of discharge) on (date of discharge), with a bad-conduct discharge, pursuant to the sentence of a summary (or general) court martial. Character: Bad.

______________________, U. S. M. C.,
*Commanding.*

(*c*) Discharged at (place of discharge) on (date of discharge), as inapt for service (or undesirable), by order of the Major General Commandant (or, by direction of the Secretary of the Navy). Character: ____________.

______________________, U. S. M. C.,
*Commanding.*

(*d*) Discharged at (place of discharge) on (date of discharge), upon report of medical survey, for disability. Disease or injury was (or was not) the result of his own misconduct. Character: ____________.

______________________, U. S. M. C.,
*Commanding.*

(*e*) Discharged at (place of discharge) on (date of discharge), by special order of the Major General Commandant, for his own convenience (or for convenience of the Government). Character: ____________.

______________________, U. S. M. C.,
*Commanding.*

(*f*) Discharged at (place of discharge) on (date of discharge), by reason of underage enlistment. Character: ____________.

______________________, U. S. M. C.,
*Commanding.*

(*g*) Discharged at (place of discharge) on (date of discharge), by reason of fraudulent underage enlistment. Character: ____________.

______________________, U. S. M. C.,
*Commanding.*

(*h*) Discharged at (place of discharge) on (date of discharge) by special order of the Major General Commandant owing to the dependency of his (mother, father, or parents as case may be) which has arisen subsequent to his enlistment. Character: ____________.

______________________, U. S. M. C.,
*Commanding.*

### FINAL SETTLEMENTS

## 3-23

(1) **Preparation of.**—The Major General Commandant (or the Commanding General, Department of the Pacific) will send to the pay officer having the man's account a copy of the order sent to the commanding officer to prepare a discharge certificate. Upon receipt of the copy of the order for discharge, the pay officer will make final settlement, including therein, in addition to the credit or debit for undrawn or overdrawn clothing certified by the post quartermaster or officer keeping the clothing account rolls, the additional clothing allowance due to the date of discharge according to the prescribed scale of allowances, such date to be determined by the paymaster according to the time necessary to allow for the receipt of the final statement and check (if any) at the place of discharge. The officer delivering the discharge certificate will in all cases enter thereon the amount paid.

(2) **Pay and clothing accounts** of men to be discharged, upon expiration of enlistment, made out to include the day of discharge, will be forwarded to the proper paymaster at such time prior to the expiration of such enlistment as will enable the paymaster to make out and return final statements. The paymaster will make out the final statement, and will forward such statement with check, without further notification, to the man's commanding officer in time to reach him prior to the expiration of his enlistment.

### PREPARATION OF DISCHARGE CERTIFICATES

### 3–24

(1) Except in the case of a man to be discharged in the Department of the Pacific or other place where specific authority to prepare discharge certificates and to award good-conduct insignia has been or may be given by the Major General Commandant, all expiration of enlistment discharge certificates will be prepared at Headquarters. All other discharge certificates will be prepared and delivered at the place where the man is serving.

(2) **Phraseology.**—Commanding officers, in showing cause of discharge on discharge certificate, will, when appropriate, employ the phraseology contained in examples under article 3–22, but in no case will the discharge certificate of a marine discharged "upon report of medical survey for disability" bear notation indicating whether or not the disease or injury was incurred in the line of duty.

(3) Final settlements on discharge will be signed by the man's immediate commanding officer.

### DELIVERY

### 3–25

(1) Delivery of discharge certificate and check will invariably be made in person by a commissioned officer. In the case of a man who has completed his enlistment honorably the delivery should be made by the post or regimental commander, or if that is impracticable, by the company commander, accompanied by the expression of a hope that he will reenlist or of good wishes for a successful career.

(2) Delivery of baggage and personal effects of discharged men to the railroad station or other point of departure will be made by the post quartermaster where public vehicles are available.

### CHARACTER WHEN DISCHARGED AS UNDESIRABLE

### 3–26

The character given to a man discharged as undesirable, and entered on the face of his discharge certificate, will be bad, except as directed by the Major General Commandant.

### NO TRANSFERS AFTER ACCOUNTS CLOSED

### 3–27

In order to avoid confusion and delay in final settlement, no transfers will be made or authorized, after a man's accounts have been closed preliminary to discharge.

### ADDRESS CARDS

### 3–28

Commanding officers will furnish men about to be discharged with three or more cards (NMC–684), to be used by them in reporting to Headquarters any change in their address for a period of three months after discharge.

### RETENTION IN SERVICE TO WORK OFF INDEBTEDNESS

### 3–29

(1) Marines who are to be discharged with a bad-conduct discharge, upon report of medical survey, upon request of a dependent relative for dependency, or for the convenience of the Government, will not be held in the service for the purpose of working off indebtedness to the Government.

(2) Marines who are to be discharged for their own convenience will not be discharged while in debt to the Government, except in the cases of minors discharged by reason of underage enlistment.

(3) In the event that any case arises where the above rules should not be applied, or where there is a doubt as to whether the indebtedness was or was not incurred for the man's own benefit, the commanding officer will, before closing the accounts for discharge, refer the case to the Commandant of the Marine Corps for instruction. [C. M. C. M. 2.]

### DEPRIVATION OF UNIFORM UPON DISCHARGE FOR BAD CONDUCT, ETC.

### 3–30

(1) Prior to the discharge of an enlisted man for bad conduct, undesirability, or inaptitude, all uniform coats, trousers, caps, and hats in his possession, together with all chevrons, insignia, ornaments, and brass or bronze buttons pertaining thereto, will be secured by his commanding officer, to be disposed of as provided in article 15–23 (2), and an outfit of civilian outer clothing, not exceeding $25 in cost, will be issued to him at the expense of the Marine Corps, if necessary, in accordance with such instructions as the Commandant of the Marine Corps or the Quartermaster may issue. When the season of the year warrants it, the man will be permitted to retain his uniform overcoat, but in such case the bronze buttons will be removed from the coat and replaced with civilian buttons. (See art. 3–11.) [C. M. C. M. 1, 2 and 3.]

(2) The same procedure will be followed in cases of men discharged dishonorably or with a bad-conduct discharge, pursuant to sentence

of a general court martial, except that necessary civilian clothing in such cases will be furnished in accordance with special instructions on the subject published in Marine Corps Orders and in the Manual for the Government of Naval Prisons.

(3) Decorations; service medals; good-conduct medals; ribbon bars of decorations and medals; auxiliary insignia in connection with decorations, medals, and ribbons; and qualification badges are the private property of the men to whom awarded and will be retained by them, excepting good-conduct medals forfeited by sentence of a general court martial.

### *Section 3.—RETIREMENT OF ENLISTED MEN*

### 3–31

(1) Enlisted men of the Marine Corps are entitled to retirement upon the completion of 30 years' service. In computing the 30 years necessary to entitle them to be retired all service in the Army, Navy, and Marine Corps shall be credited. (See art. 25–162.)

(2) **Closing accounts for retirement.**—After approval of an enlisted man's application for retirement, an order will be issued from Marine Corps Headquarters transferring him to the retired list. Upon receipt of such order by his immediate commanding officer a final statement shall be prepared, his pay and clothing accounts being closed (on Forms NMC–90 and NMC–146, respectively) to include date prior to date of retirement and forwarded to the pay officer carrying his accounts. No discharge shall be given, however, but his name will be transferred to the retired list and his staff returns closed and forwarded to Headquarters. His post office address on retirement will also be forwarded.

(3) **Ceremony.**—When an enlisted man of the Marine Corps is to be placed on the retired list after 30 years' service, the presentation of his retirement papers will be made an occasion of ceremony, the scope of the ceremony and the number of troops participating being left to the discretion of the commanding officer of the post or station.

(4) **Pay.**—The authorized pay and allowances of retired enlisted men of the Marine Corps shall be paid them monthly by the Paymaster, Headquarters, Marine Corps.

(5) **Hospitalization and medical treatment.**—Retired enlisted men of the Marine Corps and transferred members of the Fleet Marine Corps Reserve who participated in any war, military occupation, or military expedition are considered veterans within the meaning of the laws relating to hospitalization under the United States Veterans' Administration and are entitled to medical treatment or hospitalization at all Federal hospitals.

(6) Omitted. [C. M. C. M. 3.]

### *Section 4.—ENLISTING DISCHARGED MEN IN THE RESERVE*

### 3–32

(1) The names and addresses of men discharged under honorable conditions who do not reenlist in the Marine Corps or obligate themselves to serve in Class 1 (e), Fleet Marine Corps Reserve, will be sent by the commanding officers of the posts where the men are discharged to the Reserve District Commander in whose area they will reside.

(2) The Reserve District Commander should get in touch with such men and, through the use of follow-up letters, or by means of personal contact, if practicable, explain to them the advantages of, and when possible secure their enlistment in, the Reserve.

### 3–33 to 4–0

## CHAPTER 4

# TRANSFERS

Section 1. Articles 4–1 to 4–19. Transfer on Change of Station.
Section 2. Articles 4–20 to 5–0. Transfers to the Reserve.

## *Section 1.—TRANSFERS ON CHANGE OF STATION*

### TRANSFERS BETWEEN EAST AND WEST COASTS AND TROPICS

### 4–1

Men transferred from the east coast to the west coast for duty or discharge, or to the tropics for duty, will be ordered to Marine Barracks, Naval Operating Base, Norfolk, Va., and men transferred from the west coast or tropics to the east coast for duty or discharge will be ordered to the Marine Barracks, Norfolk Navy Yard, Portsmouth, Va., unless otherwise directed by the Commandant of the Marine Corps. [C. M. C. M. 2.]

### TRANSFER TO SHIPS

### 4–2

When ordered to detail a detachment for service on board ship, the commanding officer of marines shall carefully select men of the best character for such duty, and shall make such selection without unnecessary delay, in order that they may have time for preparation. Men having less than two years to serve shall not be detailed for duty on board a vessel destined to a foreign station; nor, except in cases of emergency, shall recruits be detailed for service afloat unless they have been thoroughly instructed in regard to their duties on board ship.

### 4–3

Deficiencies in the complement of marines on board ships on the eve of sailing may, by the order of the commandant of the station, be supplied by the commanding officer of marines, who shall report the circumstances to the Commandant of the Marine Corps without delay. [C. M. C. M. 2.]

### 4–4

Men shall not be transferred from a shore station to a seagoing ship for duty without a complete outfit of uniform.

## TRANSFERS TO HOSPITAL

### 4–5

The transfer of marines to a hospital, and their discharge from the hospital, are governed by article 1203, Navy Regulations.

## SEA AND FOREIGN SERVICE

### 4–6

(1) As far as may be practicable, the sea and foreign service of enlisted men of the Marine Corps should be equalized. Commanding officers when detailing men for foreign or sea service, except to Asiatic Station, will not, without specific authority from the Commandant of the Marine Corps or Commanding General, Department of the Pacific, detail any man who has completed a tour of sea or foreign service within the preceding 12 months. No man will be detailed for the Asiatic Station who has returned from that station within the preceding 24 months. [C. M. C. M. 2.]

(2) When forwarding requests from men for sea or foreign duty, commanding officers in the Department of the Pacific will furnish information, if available, as to whether such men are eligible for sea or foreign duty under the preceding paragraph.

(3) **Passports.**—All officers, and all married enlisted men ordered to duty on the Asiatic Station will procure for themselves and their dependents passports prior to their departure from the United States. Passports may be obtained at a cost of one dollar per person. British, Japanese, and Chinese visas should be secured prior to departure from the United States and are without cost. Headquarters Marine Corps will furnish such information as desired and render assistance in procuring passports for Marine Corps personnel and their dependents.

(4) **Transfers for discharge.**—The officers designated in paragraph (6) below are authorized to transfer by first available Government transportation, to the nearest marine barracks in the continental United States, any enlisted man under their command,

- (*a*) who has been sentenced to a bad-conduct discharge, duly approved and promulgated without remission of the discharge, either conditionally or unconditionally, or,
- (*b*) who, following conditional remission of a sentence of discharge, has conducted himself in a manner so unsatisfactory as to require execution of the discharge. [C. M. C. M. 3.]

(5) Orders for execution of discharge in any case pursuant to sentence of summary courts martial will be deferred by the Commandant of the Marine Corps until receipt of report of the man's arrival in the United States. [C. M. C. M. 3.]

(6) In any case covered by paragraph (4) above, transfers may be ordered, in their discretion, by any of the following officers serving outside the continental limits of the United States:

(*a*) The commanding officer of any naval station.
(*b*) The commandant of any naval district.
(*c*) The senior officer present.
(*d*) Any flag or general officer.
(*e*) The commanding officer of any brigade or larger force.
[C. M. C. M. 3.]

### TRANSFER OF QUARTERMASTER, PAYMASTER, AVIATION, AND COMMUNICATION PERSONNEL

### 4–7

The following restrictions will govern the transfer, within the continental limits of the United States or to foreign duty, of enlisted personnel on duty in the following activities:

(*a*) The assignment to stations of all enlisted men holding warrants for duty in the Quartermaster's Department will be controlled by Headquarters Marine Corps.

(*b*) The assignment to stations of all enlisted men detailed for duty in the Paymaster's Department will be controlled by Headquarters Marine Corps.

(*c*) Transfers of all enlisted men to or from aviation, or of aviation personnel between garrisons comprising aviation within the United States, will be made only by and with the approval of Headquarters Marine Corps. This does not apply to sergeants major, first sergeants, field musics, or personnel of the mess branch. Quartermaster's and Paymaster's Department personnel carried in aviation allowances will be controlled as indicated for those activities in the preceding paragraphs.

(*d*) Transfers of all enlisted men to or from communication duties or between organizations will be controlled by Headquarters Marine Corps. Any requests for change in status will be forwarded with appropriate recommendations to the Major General Commandant for decision and action.

### ADVANCE INFORMATION

### 4–8

(1) Advance information will be issued to all officers and to noncommissioned officers of the first three pay grades, prior to change of station, when the exigencies of the service permit.

(2) Upon receipt of advance information, such officers and noncommissioned officers will acknowledge it at once to the Major General Commandant, stating the names of dependents (and in cases of children, date of birth and sex) for whom transportation is desired; also, whether the officer or noncommissioned officer desires his dependents to accompany him or to follow at a later date.

(3) When leave of absence or furlough is desired prior to arrival at new station or port of embarkation, it is desirable that the officer or noncommissioned officer concerned incorporate his request for leave or furlough in his acknowledgement of receipt of advance information.

### INSPECTION PRIOR TO TRANSFER

### 4–9

Prior to the transfer of any man for duty the post or subordinate commander or, in the case of a detachment, the commander of the departing detachment will inspect the man's clothing and equipment. Shortage of necessary articles will be filled and unserviceable equipment will be exchanged in order that each man may leave for his new station properly outfitted. (See art. 5–72 (5).)

### STAFF RETURNS

### 4–10

(1) When a marine is transferred from one station to another his commanding officer shall close his service-record book in accordance with instructions contained therein, sign it, and forward it, together with the man's clothing account, to the post or detachment to which transferred. (See art. 30–54.)

(2) Upon transfer of marines to a post for duty with detachments or companies stationed or being organized thereat, the outside envelope or wrapper containing their staff returns will be in every case addressed to the commanding officer of the post to which transferred. When the staff returns of men are intended for detachment or company commanders this may be indicated by placing them in inner envelopes or wrappers marked with designation of the detachment or company.

(3) The commanding officer will inform the post quartermaster of the names of men leaving the post before transfer. In case any of these men are in debt to the Government for quartermaster's stores, the post quartermaster will prepare the prescribed form in each case in due time to procure the signature of such men thereon, and to permit the organization commander to make the proper entry in the man's service-record book. This form when accomplished by the organization commander to the effect that the checkages "have been noted for checkage in service-record book," will be sufficient authority for the accountable officer to drop the articles from his return.

(4) When marines are transferred to a naval vessel for transportation, or to a post for further transfer to a naval vessel for transportation, their service-record books and health records will accompany them. When the men go on board the vessel their service-record books shall be turned over to the commanding officer or noncommissioned officer in charge of the detachment, and shall be available for the purpose of preparing and verifying pay rolls.

(5) When service-record books first come into the custody of the organization commanders, they should be immediately inspected to insure that they contain Form NMC–782, or Form NMC–782b, in lieu thereof, this action to be followed by the inspection required by article 5–63 (2).

### PAYMENT OF MEN PRIOR TO TRANSFER

### 4–11

When men are to be transferred by transport which will consume considerable time in the voyage, the matter of paying them immediately prior to departure from port of embarkation will be given consideration by commanding officers and payment will be effected if the circumstances so warrant.

### BLANK FORMS

### 4–12

In order that the pay accounts of marines who are being transported on board a naval vessel may be taken up for pay, the commanding officer or noncommissioned officer in charge of the detachment, when the voyage is more than 15 days' duration or when there is a probability of liberty being granted at ports en route, and where such detachment consists of five or more men, shall, prior to embarkation, supply himself with the necessary blank forms for submitting pay rolls. (See art. 29–43.)

### NOTIFICATION OF ARRIVAL OF ENLISTED MEN

### 4–13

(1) Upon transfer of detachments of more than five men the post to which transferred will be notified, by letter or dispatch, a reasonable time in advance of arrival, giving the number of men in the detachment, the date, hour, and place of probable arrival.

(2) When enlisted men are transferred by staff returns the post or vessel to which the transfers are made will be notified as to the time at which the men may be expected to arrive, and also as to the cause of any delay that may be anticipated.

(3) When men are transferred, singly or in groups, and their staff returns (service-record books) are transmitted to a new station by mail, a carbon copy of the orders (or a memorandum) covering such cases, showing date and place from and to which transferred, with notation of any furlough or delay granted en route, shall be attached to the outside of each service-record book. If the men are to join a casual organization on board a transport for transfer to the new station, their staff returns will be sent to the commanding officer of the casual organization for transmission to the commanding officer of the new station.

### PROBATIONERS AND FORMER COURT-MARTIAL PRISONERS

### 4–14

Restored probationers or former general-court-martial prisoners shall not be transferred for duty as prison guards except in case of emergency and upon specific orders from Headquarters. They shall not be transferred from one station to another to the exclusion of other enlisted men who are eligible for transfer but whose retention is desired in preference.

### DELAY IN TRANSFER

### 4–15

An order from Marine Corps Headquarters directing the transfer of enlisted men, but fixing no date and not expressing haste, will be understood to mean that the transfer is to be effected within four days after its receipt; if the order read "without delay," the transfer will be effected within 48 hours, and if "immediately" within 12 hours after its receipt.

### ARMY TRANSPORTS

### 4–16

(1) Every detachment transferred from a post in the United States for embarkation in a United States Army transport will be provided with the certificate of a naval medical officer to the effect that its members have been duly inspected and are protected against smallpox.

(2) In case an epidemic disease appears in any detachment of marines en route for embarkation on any Army transport, the commanding officer of the detachment will at once notify by dispatch the senior Army surgeon at the place of sailing. The commanding officer of the post from which the detachment leaves will direct the commanding officer of the detachment to carry this provision into effect should occasion arise.

### 4–17

(1) The officer transferring a detachment of enlisted men for embarkation on an Army transport will furnish the officer or enlisted man in charge with an order directing him to report to the transport quartermaster, and in all cases there will be included in the order a designation of the messes in which the men comprising the detachment are entitled to be subsisted.

(2) Marines will be assigned to messes in accordance with Army Regulations 30–1220, as follows:

(*a*) SHIPS' OFFICERS' MESS: Enlisted men of first three pay grades.

(*b*) TROOP MESS: All other enlisted men of the Marine Corps, including prisoners, of whatever rank.

(*c*) HOSPITAL MESS: All sick men of the Marine Corps, irrespective of rank, requiring special diet.

### CLOTHING LEFT AT POSTS ON TRANSFER

### 4–18

(1) When enlisted men are transferred from shore stations in the United States to tropical duty or with expeditionary forces, and the nature of the service is such that it is impracticable for the blue uni-

forms and other articles of heavy clothing to be carried and they are ordered to leave the same behind, the steps following will be taken for the safekeeping of such clothing until it is again required.

(2) Each man will make into one securely arranged bundle the articles to be stored, provided he has no clothing bag or personal box. Each bundle, clothing bag, or box will be plainly marked with the name of the owner, first name in full, with middle initial, if any, and tagged inside and outside with baggage storage check. Two or more men will not be permitted to bundle their effects into one package or box for storage. A list of the names of men storing clothing, giving the nature of the parcel to be stored, will be prepared, and these lists, signed by the commanding officer, will be turned over to the post quartermaster, together with the effects. Effects of men received for storage will not be delivered except upon the claimant establishing his identity to the satisfaction of the post quartermaster. Establishment of identity and right to effects will include presentation by owner of that part of baggage storage check retained by him at time of storage. The owner should not give up his claim coupon until his effects are turned over to him.

(3) The post quartermaster will carefully store the effects until required. A permanent record, in book form, will be kept by him, giving the name of each man and the nature of the parcel stored. Note will be made in the record when the effects are turned over to the man, or shipped to another station for delivery, as the case may be.

(4) Commanding officers and post quartermasters will take all reasonable care to insure proper marking, preservation, and safekeeping of this uniform clothing until it is claimed. At posts where no post quartermaster is detailed, storage, care, and delivery of this clothing, as herein directed, will devolve upon the commanding officer.

(5) Where enlisted men of any pay grade have become separated from their effects, as outlined above, shipment of such effects will be made on the direct request of the commanding officer at the post where the men are stationed to the commanding officer at the post where the clothing is stored. Requests for shipment should include all information necessary for locating the clothing, including the designation of the man's original organization, and serial number of his claim coupon which formed part of the baggage storage check. (See arts. 16–273 and 16–274.)

## CARE OF EFFECTS OF DISABLED PERSONNEL

## 4–19

In the event of any Marine Corps personnel, either on board ship or at a post or station, becoming mentally or physically incapacitated under such circumstances as to render it impracticable for him to care for his personal effects, the commanding officer shall cause such effects to be collected and inventoried by an officer and held in appropriate safekeeping until the recovery or transfer of the owner. The inventory shall be prepared in duplicate and duly certified by the officer making it. Should the patient be transferred, a copy of the inventory with a statement of the disposition of his effects shall accompany his transfer papers.

## *Section 2.—TRANSFER TO THE RESERVE*

### RANK ON TRANSFER TO THE RESERVE

### 4–20

(1) **Fleet.**—All transfers or assignments of enlisted men of the regular Marine Corps to the Fleet Marine Corps Reserve, when made, will be with the rank and kind of warrant actually held on the date of transfer or discharge from the Marine Corps.

(2) **Volunteer.**—Upon transfer or assignment to the Volunteer Marine Corps Reserve, men of the regular Marine Corps will be appointed in the Reserve as follows:

| *Men discharged as* | *Will be appointed as* |
|---|---|
| Private | Private first class. |
| Field music | Field music first class. |
| Private first class | Corporal |
| Assistant cook | Field cook. |
| Field music first class | Field music corporal. |
| Corporal | Sergeant. |
| Mess corporal | Mess sergeant. |
| Field cook | Chief cook. |
| Field music Corporal | Field music sergeant. |
| Sergeant | Platoon sergeant, or staff sergeant (according to fitness). |
| Mess sergeant, chief cook | Staff sergeant. |
| Platoon sergeant | First sergeant, or gunnery sergeant (according to fitness). |
| Staff sergeant | Technical sergeant, or supply sergeant (according to fitness). |
| Sergeant major | Rank in which discharged. |
| Master gunnery sergeant | |
| Master technical sergeant | |
| Quartermaster sergeant | |
| Paymaster sergeant | |
| First sergeant | |
| Gunnery sergeant | |
| Technical sergeant | |
| Drum major | |
| Supply sergeant | |
| Field music sergeant | |

Rank upon reenlistment in the regular Marine Corps will not be increased by reason of increased rank in the Reserve.

### CONTINUOUS SERVICE BENEFITS

### 4–21

(1) Prior to closing staff returns for discharge upon expiration of enlistment, commanding officers will inform all men who have not obligated themselves to serve in the Marine Corps Reserve that, by so obligating themselves to serve therein or by enlisting in the Marine Corps Reserve within 3 months from the date of discharge from the Marine Corps, they will receive the following benefits:

(*a*) Men transferred or assigned to Class I (*e*), Fleet Marine Corps Reserve, will receive an advance annual payment of $20 while so assigned. If appropriations do not permit transfer or assignment to Class I (*e*), such transfer or assignment may be made to Class III (*b*) with advance in rank as prescribed in art. 4–20 (2).

(*b*) For continuation of Marine Corps Schools and Marine Corps Institute Correspondence Courses, see art. 13–121 (3) (*d*).

### OBLIGATION TO SERVE IN THE MARINE CORPS RESERVE

### 4–22

(1) Upon enlistment, or at any time during an enlistment in the regular Marine Corps, a man may obligate himself to serve 4 years in the Fleet Marine Corps Reserve on termination of his enlistment in the Marine Corps.

(2) While serving in Class I (*e*), Marine Corps Reserve, in time of peace, men shall not be ordered to active duty, except with their own consent, and shall be under no obligation to perform training duty or drills.

(3) Enlisted men who have obligated themselves to serve four years in the Fleet Marine Corps Reserve, who, prior to transfer to the Marine Corps Reserve, desire to reenlist or extend their enlistments in the regular Marine Corps may do so, in which event obligation to serve in the Fleet Marine Corps Reserve will be cancelled by authority of the Major General Commandant. In no case will the cancellation be made until the man has reenlisted or extended his enlistment. Subsequently while serving in an extension of enlistment or reenlistment, should such men desire again to obligate themselves to serve in the Fleet Marine Corps Reserve they may be permitted to do so.

(4) The obligation contract will be prepared on Form NMC–321f in duplicate, the oath of assignment executed, physical examination conducted, entry made by medical officer on Form NMC–321f, commanding officer's acceptance accomplished, and the original and copy of form NMC–321f pasted in the man's regular service-record book. Upon discharge from the regular Marine Corps, the commanding officer will carry out instruction C on Form NMC–321f. The following notation will be made on the bottom of page 1 of the service-record book of the man concerned: "(date) obligated for Reserve."

### ELIGIBILITY FOR TRANSFER TO THE FLEET MARINE CORPS RESERVE

### 4–23

(1) In accordance with the provisions of the Naval Reserve Act of 1938 (34 USC 854 *b*, *c*, *d*), members of the regular Marine Corps are eligible for transfer or assignment to the Fleet Marine Corps Reserve as follows:

(*a*) To Class I (*b*). Enlisted men having 16 and less than 20 years' service in the regular Marine Corps or Navy who were

1. Serving in the regular naval service on July 1, 1925; or

2. Discharged from the regular naval service prior to July 1, 1925, and reenlisted therein within 3 months from date of discharge; or,

3. Serving in the Marine Corps Reserve or Naval Reserve on July 1, 1925, in an enrollment entered into within 4 months from date of discharge from the regular naval service and thereafter reenlisted in the regular naval service within 3 months from date of discharge from the Reserve created by the act of February 28, 1925.

(*b*) To Class I (*c*). Enlisted men having 20 years or more service in the regular Marine Corps or Navy who were:

1. Serving in the regular naval service on July 1, 1925; or,

2. Discharged from the regular naval service prior to July 1, 1925, and reenlisted therein within 3 months from date of discharge; or,

3. Serving in the Marine Corps Reserve or Naval Reserve on July 1, 1925, in an enrollment entered into within 4 months from date of discharge from the regular naval service and thereafter reenlisted in the regular naval service within 3 months from date of discharge from the Reserve created by the act of February 28, 1925.

(*c*) To Class I (*d*). Upon their own request and provided they are physically and otherwise qualified to perform duty in time of war, enlisted men having 20 years' or more service in the regular Marine Corps or Navy who were:

1. Reenlisted in the regular naval service after July 1, 1925, having been out of the regular naval service for more than 3 months; or

2. First enlisted in the regular naval service after July 1, 1925.

(*d*) To Class I (*e*). Enlisted men who, upon or during enlistment in the regular Marine Corps, obligate themselves to serve 4 years in the Marine Corps Reserve upon termination of their enlistment in the regular Marine Corps.

### TRANSFER TO CLASS I (B), (C), OR (D), MARINE CORPS RESERVE

### 4–24

(1) Commanding Officers will indorse the following information on all applications for transfer to Class I (*b*), (*c*), or (*d*), Marine Corps Reserve.

(*a*) Any extraordinary heroism which occurred during current enlistment.

(*b*) In the case of a man with 20 or more years' service, the average of semiannual markings during current enlistment.

(*c*) Future address.

(2) Transfer of an enlisted man to Class I (*b*), (*c*), or (*d*) will be made by his commanding officer only upon specific authority of the Major General Commandant. Copies of the letter will be forwarded to the Director [illegible] ~~Adjutant and Inspector,~~ the Paymaster (Retired and Reserve Section), and the commander of the reserve district to which transferred.

(3) The service-record book of a man transferred to Class I, Marine Corps Reserve, will be prepared as prescribed below and forwarded to the commander of the reserve district to which transferred.

(*a*) Under "professional and conduct record," in addition to the regular transfer markings, enter the authority therefor, in the case of transfer to Class I (*b*), (*c*), or (*d*).

(*b*) On the last page of the service-record book, enter the permanent address of the reservist after transfer.

(4) When transferring men to Class I, commanding officers will prepare and forward Reserve pay cards (NMC–770) in accordance with the instructions printed thereon.

(5) Men serving at stations west of the meridian passing through Denver, Colo., but excluding that city, who are entitled to travel allowance to points east of the meridian passing through Kansas City, Mo., but excluding that city, will ordinarily be transferred to the East Coast when they apply for transfer to the Fleet Marine Corps Reserve at a time other than on the date of expiration of enlistment. Similarly, men serving at stations east of the meridian passing through Kansas City, Mo., but excluding that city, who are entitled to travel allowance to points west of the meridian passing through Denver, Colo., but excluding that city, will ordinarily be transferred to the west coast when they apply for transfer to the Fleet Marine Corps Reserve at a time other than on the date of expiration of enlistment. Men serving between the meridians passing through Denver, Colo., and Kansas City, Mo., and including those cities, will not be required to execute a waiver.

(6) Should a man who is subject to such a transfer desire to remain at his present station until transferred to the Fleet Marine Corps Reserve, he may be permitted to do so upon executing a waiver of travel allowance worded as follows:

"I, ————, U. S. M. C., request that I be permitted to remain for my own convenience on the (east or west) coast until transferred to the Fleet Marine Corps Reserve; and, in consideration of the granting of this request, I do hereby waive all claim to the differences in travel allowance from place of transfer to the Reserve to place of acceptance for enlistment and from ———— (if serving on the East Coast and accepted for enlistment at a point west of the meridian passing through Denver, Colo., insert San Diego, Calif.; if serving on the West Coast and accepted for enlistment at a point east of the meridian passing through Kansas City, Mo., insert Norfolk, Va.) to place of acceptance for enlistment."

When a waiver of travel allowance is executed the original will be forwarded to the Major General Commandant and a copy thereof pasted in the man's service-record book. In addition, an entry in ink showing that a waiver has been executed will be made on the page of the service-record book headed Pay Account Record. Should a waiver of travel allowance be cancelled an entry to that effect will be made in the man's service-record book.

(7) In case there is no Government water transportation available transfer to the Fleet Marine Corps Reserve will be effected at place of duty and certificate entered on NMC–90 that the transfer to the Reserve at present post of duty is for the convenience of the Government.

### TRANSFER TO CLASS I (e), MARINE CORPS RESERVE

### 4–25

(1) Upon completion of an enlistment in the regular Marine Corps under honorable conditions, or within three months prior thereto, and if physically qualified, a man who has obligated himself will be transferred to Class I (*e*) of the Marine Corps Reserve. (See art. 4–22 (4).)

(2) Men transferred to Class I (*e*) from aviation units may, on their request, if qualified, be assigned by the commanding officer to aviation in the Reserve. Such aviation detail will be subject to revocation by the Major General Commandant.

(3) When the account of an enlisted man is closed for transfer to Class I (*e*), Marine Corps Reserve, a credit of $20 will be included in the statement of the account on NMC–90 to cover the first annual advance payment, supported by an entry in the remarks as follows: "Has obligated himself to serve four years in Class I (*e*), USMCR." The disbursing officer making final settlement will include this credit on NMC–423 and will also prepare an additional copy of NMC–423 in these cases for transmittal to the Paymaster, Marine Corps, for his information in connection with subsequent annual payments.

(4) In the event a man obligates himself to serve in the Marine Corps Reserve after his account has been closed, but prior to delivery of discharge, the commanding officer shall issue a supplementary NMC–90, containing the required information. The disbursing officer, on receipt of the supplementary NMC–90, will make payment on form NMC–423 by check, and if the check be issued and claimed

in the same month as check for final settlement, original NMC-423 will be corrected to show additional payment; but if the final settlement and annual advance payment are to be claimed in different months an additional NMC-423 must be prepared and cross reference made between the two vouchers.

(5) The instructions relating to service-record books and Reserve pay cards in article 13-144, 4-24 (3) and (4) apply.

## 4-26 to 5-0

## Chapter 5

# OPERATIONS AND TRAINING

| | | |
|---|---|---|
| Section 1. | Articles 5–1 to 5–10. | Training in general. |
| Section 2. | Articles 5–11 to 5–20. | Schools. |
| Section 3. | Articles 5–21 to 5–70. | Target Practice. |
| Section 4. | Articles 5–71 to 6–0. | Field and Expeditionary Service. |

## *Section 1.—TRAINING IN GENERAL*

### BASIS OF TRAINING

### 5–1

**Policy.**—The basis of training in the Marine Corps is infantry, in which every officer and marine will acquire the highest possible proficiency within the scope of his rank. Complementing this basic training, it is the policy of the Marine Corps to give each officer and marine every opportunity to become proficient in all the duties required of marines at sea. Upon this foundation further training in the various arms and services requisite to the general mission of the Marine Corps will be given.

### REGULATIONS, ARMY, NAVY, WHEN GOVERNING

### 5–2

(1) **Regulations governing.**—The training, exercises, duties, and formations of marines shall be governed by the Landing Force Manual, except that training in bayonet exercises, marksmanship, and other subjects not provided for in the Landing Force Manual shall be as prescribed for the Army; but instructions as to any of the foregoing which are set forth in this manual, Marine Corps Orders, or circular letters will nevertheless be followed.

(2) **Training publications.**—The list of training publications issued annually by Marine Corps Headquarters constitutes a reference to current Navy, Marine Corps, and Army publications upon which training in military and technical subjects will be based.

### DUTIES OF OFFICER OF THE DAY

### 5–3

(1) The officer of the day shall perform his duties in accordance with instructions and regulations prescribed in the Landing Force Manual.

(2) He shall attend all roll calls, and at posts where there are no organized companies shall inspect the men at all mess formations.

(3) At the hour designated by his commanding officer, he shall thoroughly inspect the grounds, quarters, bakehouse, kitchen, mess room, cells, and sinks.

(4) In case of fire at the station, he shall immediately have the alarm sounded in the prescribed way, and inform the commandant of the station and his commanding officer and carry out the fire regulations of the station.

### GUARD DUTY, DRILLS, CEREMONIES

### 5–4

(1) The authorized allowance of marines at naval shore establishments will, as a rule, be made on the basis of five men per sentry post, plus the barracks detachment (or necessary non-guard-duty personnel), plus 5 percent for noneffectives. Post and detachment commanders will eliminate unnecessary overhead.

(2) At posts where guarding naval establishments and the property therein is the principal mission of the marine organization, and where the strength does not otherwise permit, guard duty and instruction of the command in guard duty will be considered paramount. In such cases, the following is prescribed as a minimum for the daily routine with respect to drills and ceremonies:

(*a*) A short setting-up exercise in the morning.

(*b*) A minute troop inspection of arms, equipment, clothing, and general appearance.

(*c*) A short drill of about 30 minutes, usually in close order, but varied as circumstances permit.

(3) At posts mentioned in paragraph (2) there will be one parade and one guard mount per week provided the command is of sufficient strength to carry them out. Inspections by commanding officers and officers of the day will conform to Navy Regulations and Article 5–3.

### OFFICERS DETAILED TO STAFF DUTIES

### 5–5

(1) The following is the policy with respect to the detail to staff duties of officers other than those assigned to Assistant Paymaster duties only and Assistant Quartermaster duties only:

(*a*) Officers may be assigned to either line or staff duty.

(*b*) Approximately from one-third to one-fourth of the officers detailed in a staff department will be relieved therefrom during each calendar year.

(*c*) Officers below the grade of field officer, after relief from detail in a staff department, will perform straight line duty with troops for a period of two years. This precludes their assignment during this period to duty as adjutant, acting assistant quartermaster, special disbursing agent, inspector, post exchange officer, recruiting officer, aide-de-camp, permanent judge advocate of a general court martial, or duty at Headquarters, Marine Corps, or at any headquarters or staff office.

(*d*) No officer below the rank of captain will be regularly detailed as a member of a staff department.

(2) Unless specifically authorized by the Major General Commandant second lieutenants will not be detailed to duty as adjutant, acting assistant quartermaster, special disbursing agent, post exchange officer, recruiting officer, aide-de-camp, permanent judge advocate of a general court martial, or to duty at Headquarters, Marine Corps, or at any headquarters or staff office.

## BASIC TRAINING FOR ENLISTED MEN

## 5–6

(1) **General.**—The training prescribed herein is basic for all marines of the ranks specified. (See art. 5–2.)

(2) Post and organization commanders will be responsible for the proficiency, as specified in paragraphs (4), (5), and (6), of all men who have been members of their respective commands 6 months or longer. The subjects listed herein will normally be covered by each enlisted man concerned once each year.

(3) A training record card (Form NMC–926) is issued for use by instructing officers in grading men. These grades will be entered in service-record books in accordance with instructions contained therein.

(4) **Training privates first class, privates, and field musics.**—Post and organization commanders are responsible that all privates first class, privates, and field musics of their respective commands possess a familiarity with and a knowledge of the following:

(*a*) Individual instruction without arms.

(*b*) Individual instruction with rifle.

(*c*) Close-order drill, the rifle squad.

(*d*) The service rifle, caliber .30: Names of parts, stripping and assembling the bolt, care and cleaning of the rifle.

(*e*) The automatic pistol, caliber .45: Manual of the pistol, names of parts, safety precautions, care and cleaning of the pistol.

(*f*) The automatic rifle, caliber .30: Manual of arms, names of parts, field stripping and assembling, functioning and stoppages, care and cleaning.

(*g*) The Thompson submachine gun, caliber .45 (for units armed with the Thompson submachine gun): Manual of arms, description, names of parts, operation, loading magazines, precautions and malfunctions.

(*h*) The VB rifle grenade.

(*i*) The hand grenade: Action and operation, throwing hand grenade.

(*j*) The pack, equipment and clothing: Names of parts, assembling pack, display of equipment, display of clothing, marking equipment, marking clothing.

(*k*) ~~Musketry~~ Technique of fire: Range estimation, target designation, fire discipline.

(*l*) Extended order: The individual skirmisher, the rifle squad.

(*m*) Scouting and patrolling: Individual conduct by day, patrolling by day, aids to scouting.

(*n*) Shelter tents; Pitch and strike.

(*o*) Field sanitation.

(*p*) Personal hygiene.

(*q*) First aid.

(*r*) Duties of a sentinel on post and over prisoners.

(*s*) Military courtesy.

(*t*) Patrolling in small wars.

(5) Training corporals.—Post and organization commanders are responsible that all corporals of their respective commands possess a familiarity with and a knowledge of those subjects required in paragraph (4) for privates first class and privates, and in addition thereto a knowledge of the following:

(*a*) Close-order drill, the rifle platoon.

(*b*) Combat signals.

(*c*) Combat principles, the rifle squad.

(*d*) Extended order, the rifle platoon.

(*e*) Marches, security on the march, outposts.

(*f*) Interior guard duty: General information, duties of personnel, formations, complements of.

(6) Training sergeants, platoon sergeants, staff sergeants, etc.—Post and organization commanders are responsible that all sergeants, staff sergeants, platoon sergeants, technical sergeants, gunnery sergeants, and first sergeants, of their respective commands, possess a familiarity with and a knowledge of those subjects required in paragraphs (4) and (5) preceding for corporals, privates first class, and privates, and in addition thereto a knowledge of the following:

(*a*) Close-order drill, the rifle company.

(*b*) Combat principles, the rifle platoon.

(*c*) Tactics and technique of the rifle company.

(*d*) **Shelter.**

(*e*) The defense and attack of cities, riot duty, and national disasters.

(7) **Training signal, artillery and chemical units.**—Of the subjects prescribed in paragraphs (4), (5), and (6), signal units, artillery units, antiaircraft artillery units, and chemical units will be held responsible for the following only:

(*a*) Individual instruction without arms.
(*b*) Individual instruction with the rifle.
(*c*) Close-order drill, the rifle squad.
(*d*) The service rifle, caliber .30.
(*e*) The automatic pistol, caliber .45.
(*f*) The automatic rifle, caliber .30.
(*g*) The pack, equipment, and clothing.
(*h*) Shelter tents.
(*i*) Field sanitation.
(*j*) Personal hygiene.
(*k*) First aid.
(*l*) Duties of a sentinal on post and over prisoners.
(*m*) Military courtesy.
(*n*) Close-order drill, the rifle platoon.
(*o*) Marches, security on the march, and outposts.
(*p*) Interior guard duty.
(*q*) Close-order drill, the rifle company.

(8) **Training aviation and tank units.**—Aviation units and tank units armed with the Thompson submachine gun will be held responsible for instructions as prescribed in paragraph (4) (*g*), the Thompson submachine gun, and for all subjects prescribed in paragraph (7) except (*f*), the automatic rifle, caliber .30.

(9) **Training at larger stations.**—Where the strength of the command permits, training will be given in: Close-order drill, the rifle platoon, close-order drill, the rifle company, extended order, the rifle platoon, combat formations, the rifle company, and ceremonies. Except at posts and stations where conditions make it impracticable, commanding officers will conduct practice marches to insure that all enlisted men of their command are capable of performing a minimum march of 12 miles with full equipment.

(10) **Training detachments on naval vessels.**—Marine detachments of cruising vessels will carry out the foregoing instructions and training as far as permitted by the ship's routine.

(11) **Training staff officers, depots, recruiting duty, etc.**—The provisions of this article do not apply to enlisted men having once qualified as hereinbefore required, who are performing recruiting duty, duty in staff offices, depots of supplies, or other post service activities, unless such additional instruction and training may in the judgment of the commanding officer be conducted without undue interference with the performance of their essential duties. It is incumbent upon commanding officers to carry out the spirit of this general training

directive, to the end that no marine shall lack the minimum requirements of basic training.

(12) **Training recruit depots.**—The provisions of this article are not applicable to recruits at recruit depots.

(13) **Training of field musics in the drum and trumpet.**—While a total of 4 hours of practice daily with the trumpet or drum is not excessive for a beginner or for a field music who is not proficient with these instruments, all field musics will practice on the trumpet and drum sufficiently each day, except Saturdays, Sundays, and holidays, to maintain a high standard of proficiency in the use of these instruments, the total practice time necessary for this purpose to be determined by the commanding officer. At stations where there are facilities, field musics will be instructed in reading music and playing the trumpet and drum by note instead of by ear, in addition to their other training. Field musics at a post or station where there is a band will, whenever opportunity offers, march with and as part of the band, such as to morning colors, parades, reviews and inspections, guard mounts, etc., and while so marching will at appropriate opportunities play in unison with the band and alternating with the band.

## *Section 2.—SCHOOLS*

### MILITARY SCHOOLS

### 5–11

(1) **Policy.**—The policy of the Marine Corps relative to the military education of commissioned officers shall be in accord with following paragraphs.

(2) **Marine Corps schools.**—The principal agency for military schooling is the Marine Corps Schools which will conduct courses as follows:

(*a*) Basic course, designed to give second lieutenants the fundamental training necessary to prepare them for general service. All second lieutenants will be given the basic course as soon as practicable after appointment.

(*b*) Base defense weapons course, designed to prepare company officers for duty with base defense and artillery units. In lieu of the junior course, a sufficient number of lieutenants plus a few designated captains, will be given this course, to provide trained officers for artillery and base defense units.

(*c*) Junior course, designed to train company officers for the duties of company and battalion commanders and for duty on the battalion and regimental staffs. All captains, who have not had the benefit of equivalent schooling, will be given this course, when practicable, before becoming due for promotion. In addition, first lieutenants will be given this course as the conditions of the service permit.

(*d*) Senior course, designed to give the more senior officers a knowledge of the art of war as it applies to amphibious and small wars, in order to qualify them for the command of and the exercise of staff functions with the larger units employed in these operations. All lieutenant colonels and majors who have not had the benefit of equivalent schooling will be given this course when the exigencies of the service permit. In addition, captains who have not already had the benefit of equivalent schooling, may be given this course as the conditions of the service permit.

(3) **General service schools.**—In order that the Marine Corps may be in direct touch with the development of the schools of other services, a few officers of appropriate rank will be assigned to other service schools, as follows:

(*a*) In lieu of the junior course, a limited number of captains and first lieutenants may be assigned to take courses at the following schools:

Infantry School, Fort Benning, Ga.
Field Artillery School, Fort Sill, Okla.
Coast Artillery School, Fort Monroe, Va.
Army Signal Corps School, Fort Monmouth, N. J.
Army Engineer School, Fort Belvoir, Va.
Army Tank School, Fort Benning, Ga.
Cavalry School, Fort Riley, Kan.

(*b*) In lieu of the senior course, a limited number of captains or majors, who are graduates of the junior course or its equivalent, may be assigned to take a course at Command and General Staff School, Fort Leavenworth, Kans.

(*c*) Field officers of appropriate rank who have completed the senior course or its equivalent, may be assigned to one or more of the following courses:

Junior Course, Naval War College, Newport, R. I.
Senior Course, Naval War College, Newport, R. I.
Army War College, Washington, D. C.

(*d*) Assignments to other military schools and language courses, as listed below, which may be available for commissioned officers of the Marine Corps, will be made when practicable, but such assignments will be confined to those officers who shall have had the requisite schooling for their respective ranks as heretofore indicated.

Aeronautical Engineering Course, U. S. Naval Academy.
Air Corps Tactical School, Montgomery, Ala.
Air Corps Technical School, Denver, Colo.
Army Field Service School, Raritan Arsenal, N. J.
Army Industrial College, Washington, D. C.
Aviation Flight Training, Pensacola, Fla.
Aviation Ordnance Engineering Course, U. S. Naval Academy.
Chemical Warfare School, Edgewood Arsenal, Md.
Communications Engineering Course, U. S. Naval Academy.
Fire Control School, Navy Yard, Washington, D. C.

Motor Transport School, Camp Holabird, Md.
Ordnance Field Service School, Raritan Arsenal, N. J.
Chinese Language Course, Peiping, China.
Japanese Language Course, Tokyo, Japan.
Spanish Language Course, Mexico City, Mexico.

(4) **Technical and professional schools.**—When practicable, captains and first lieutenants who have had the requisite schooling will be assigned to a course at the following schools:

George Washington University Law School, Washington, D. C.
Lowell Textile Institute, Lowell, Mass.
Sperry Gyroscope Company School, Brooklyn, N. Y.

(5) **Correspondence schools.**—The following correspondence courses are available to all officers:

Marine Corps Correspondence School; Basic, Junior, and Senior courses.
Field Artillery School Extension Course for Battery Officers.
Naval War College Junior Course and International Law Course.

(6) **Object.**—The particular object of the policy in question is to assure and hasten the military schooling of the commissioned personnel as a whole, as opposed to the more comprehensive schooling of a small minority, and to assure to each officer basic schooling according to his rank, in connection with the main requirement that marines be excellent infantrymen and trained as well to serve at sea. At the same time it is proposed to permit opportunities for additional schooling whereby officers may specially educate themselves in particular military subjects, as well as extend their general military education.

(7) **Enlisted personnel.**—It is also the policy of the Marine Corps to afford schooling for certain of the enlisted personnel when appropriate and practicable. This schooling will be supplementary to the regular courses of training prescribed for all marines and is provided as a preparation for assignment to duties of a special nature.

(*a*) Marine Corps schools for enlisted personnel.—

Armorer's School.
Band School.
Clerical School.
Elementary MG School.
Filed Musics' School.
Field Musics' School (Advanced).
Marine Corps Inst.
Field Telephone School.
Motor Transport School.
Officer Candidates Class.
QM School of Administration.
Radio Operators' School.
Sea School.
Telephone Electricians' School.

(*b*) Army and Navy schools.—Enlisted men may be detailed, when practicable to courses of instruction at schools conducted by the Army and Navy.

Army schools for enlisted personnel:
    Air Corps Technical School.
    Engineer School.
    Ordnance Field Service School.
    Signal Corps Schools.

Navy schools for enlisted personnel:
- Aviation School.
- Aviation Machinist Mates School.
- Aviation Ordnance School.
- Aviation Instruments Course.
- Aviation Metalsmith School.
- Fire Control School.
- Naval Academy Candidates Class.
- Optical School.
- Primary and Advanced Aerology School.
- Radio Material School.
- Parachute Riggers' Schools.
- Photographic School.
- Sound Motion Picture Technicians' School.

(*c*) CORRESPONDENCE SCHOOLS.—The Basic Course of the Marine Corps Correspondance Schools is available to all noncommissioned officers. This course is similar to that given second lieutenants in the Basic School. Enrollment and correspondence will be handled direct with the Commandant of the Marine Corps Schools, Quantico, Va. When a course is satisfactorily completed, credit therefor will be given in accordance with art. 5–15 (3).

### MARINE CORPS INSTITUTE

### 5–15

(1) **Enrollment.**—Officers and enlisted men desiring to enroll or wishing information relative to the courses offered in the Marine Corps Institute will communicate, via their commanding officer, direct with the Director, Marine Corps Institute, Marine Barracks, Washington, D. C. Upon receipt of inquiries or requests, the director of the Institute will forward all information and necessary papers to the applicant via his commanding officer.

(2) **Correspondence.**—After enrollment, correspondence relative to the course will be carried on directly between the student and the director of the Institute.

(3) **Diploma.**—When a course is satisfactorily completed, a diploma or certificate will be awarded and transmitted to the student, via his commanding officer, by the Director. The commanding officer will make an appropriate entry in the service-record book of the man concerned, showing course and date of its completion. The presentation of a diploma should be made an occasion of ceremony.

## *Section 3.—TARGET PRACTICE*

### GENERAL INSTRUCTIONS

### 5–21

The personnel of the regular Marine Corps and the Marine Corps Reserve will be guided by the following instructions governing target practice.

## 5–22

(1) Target practice with the weapons assigned to the individuals and to the tactical units of the Marine Corps is an essential and fundamental part of military training. The ultimate objective of target practice is to develop the ability of individuals and fire units to establish rapidly and then maintain fire superiority over the enemy.

(2) Target practice with small arms is divided into four phases:

(*a*) Marksmanship, or individual practice on fixed targets at known distances to include basic instruction and record firing for qualification;

(*b*) Individual Field Firing, or individual instruction in fire and movement against obscure and moving targets at varying distances, and individual instruction in antiaircraft firing;

(*c*) Technique of fire ~~Musketry~~, or the application and control of collective fire of fire units; and

(*d*) Combat Firing, or the solution of a tactical problem by a tactical unit firing service ammunition at an enemy represented by suitable targets. Similar training phases are inherent in target practice with other weapons.

(3) Training schedules should include all four of these phases. To be effective, they must be progressive from the first to the fourth. No one of the phases may be eliminated or slighted without reducing the effectiveness of the individual or of the tactical group in combat.

(4) Limitation of available time and range facilities may prevent the inclusion of all four phases in a given training period. If marksmanship is the only phase covered during the annual period of instruction on the rifle range, the objective of target practice has been but partially attained and commanding officers should endeavor to find other opportunities during the year for the completion of training which will fully develop the fire power of the individual and of the fire unit.

## 5–23

(1) **Responsibility for conduct of target practice.**—Post and organization commanders will be responsible that all officers and men of their commands are thoroughly instructed in the mechanics and preliminary exercises governing the use of the weapons with which target practices are to be conducted. Under no circumstances will any man be given range practice involving firing until he has had a thorough course in such preparatory training. Men will not be armed with automatic pistols until they have fired the marksmanship course prescribed for that weapon. The results attained in all target practices are directly proportional to the care and attention which has been given to the basic training of the firing personnel. Mechanical train-

ing, preparatory exercises, gallery practices, and simulated range firing will be carried on throughout the entire training year.

(2) The commanding officer of a rifle range is charged with the organization, training, and supervision of personnel assigned permanently to the range detachment; the care and police of the range; the necessary repairs to targets, shelters pits, and firing points; the condition of the range-communication system; and the maintenance and supply of range materials necessary to the conduct of marksmanship training. He will regulate the distribution of targets and ranges to firing details; prevent infractions of the regulations; insure that the necessary safety precautions are complied with; and in general coordinate and supervise all range activities. He is responsible for conducting the range practice and record marksmanship firing of all detachments of Marines ordered to his range for that purpose, except that the Fleet Marine Force and similar organizations may provide their own range officers and coaches. Commanding officers of the rifle ranges at Parris Island and San Diego only have the added responsibility of instructing recruits in the mechanics and preliminary exercises of the weapons which they fire. In the event that organizations of the Marine Corps Reserve conduct their target practices at ranges not under the supervision of Regular Marine Corps personnel, the commanding officers of such organizations will assume responsibility analogous to those of commanding officers of rifle ranges.

(3) At least one of the individual field firing courses, as prescribed in Marine Corps Orders, will be fired immediately following the rifle marksmanship practice. If time does not permit the firing of more than the prescribed course during the range period, training schedules should provide for additional field firing instruction before proceeding with the more advanced phases of technique of fire and combat firing. [C. M. C. M. 1.]

(4) The responsibility for planning and conducting technique of fire and combat-firing exercises rests solely with post and organization commanders. [C. M. C. M. 1.]

## 5–24

**Safety precautions.**—War Department Army Regulations No. 750–10, "Range Regulations for Firing Ammunition for Training and Target Practice," together with such additional regulations as may be necessary to meet local conditions, shall govern the actions of officers in charge of target practices. In all firing, thorough precautions for safety, designed to preclude all possibility of accident, will be taken. [C. M. C. M. 3.]

## 5–25

**Ammunition allowances.**—The allowances of ammunition for target practice are published in Marine Corps Orders.

## 5–26

**Target practice courses adopted.**—The regulations governing preliminary instruction and preparatory exercises with all weapons, except aircraft machine guns, designation of the personnel to be tested for qualification, the courses to be fired or tests to be conducted, the conduct of record practices, and the requirements to be attained for individual classification and qualification, will be prescribed in Marine Corps Orders. Regulations governing the foregoing for aircraft machine guns will be as prescribed in Orders for Gunnery Exercises, U. S. Navy. [C. M. C. M. 3.]

## 5–27

The target year for the Marine Corps (including Marine Corps Reserve) is the calendar year.

## 5–28

(1) **Frequency and duration of marksmanship qualifications.**—An officer or enlisted man will be afforded only one opportunity in any target year to qualify or requalify in the marksmanship course prescribed for a given weapon.

(2) A record practice once begun shall be carried to completion except under the most unusual circumstances not under control of the personnel being tested. An interrupted record practice shall be continued from the point at which the interruption occurred, and no additional practice or sighting shots, unless such sighting shots are prescribed as a regular part of the record qualification course, will be permitted.

(3) The qualification of an officer or an enlisted man remains in effect for a period of one year from the date of qualification or requalification, provided that during that time he does not attain a higher or lower qualification or fail to requalify. Officers and enlisted men who are not afforded an opportunity or who are not required to requalify may wear the badge of the last qualification or requalification.

## 5–29

(1) **Prizes.**—Additional compensation for special qualification in the arm or arms they may be required to use, and prizes for excellency in gunnery exercises and small arms target practices (United States Navy), will be paid to enlisted men of the regular Marine Corps in accordance with the regulations prescribed in chapter 25 of this Manual.

(2) In addition to the prizes awarded from public funds, there may be appropriated from the recreation fund in the regular manner other prizes for marksmanship competitions, except record marksmanship practices with any weapon, in accordance with the regulations prescribed in chapter 11 of this Manual. Officers are not debarred from these competitions and may be granted prizes therein.

## 5–30

(1) **Transportation to target ranges.**—A commanding officer, upon receiving information that the rifle range to which the personnel of his command are customarily sent for qualification is open, is authorized to communicate with that range direct and to arrange for the transfer of detachments of such a size and at such times as will enable the personnel of his command to complete the prescribed marksmanship practices about 1 month before the probable closing date for the rifle range.

(2) Where ranges are located at points distant from stations, commanding officers are authorized to direct post quartermasters to furnish transportation to officers and enlisted men, and to order the travel necessary for the purpose of holding regular rifle marksmanship practice only. For the purpose mentioned, officers will generally perform travel with troops, and no orders for the above purpose issued by commanding officers to officers traveling without troops will entitle them to mileage unless such orders are approved by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(3) Authority for the transportation and travel of troops for practices other than rifle marksmanship, and for all Marine Corps Reserve target practices, shall be obtained from the Commandant of the Marine Corps. [C. M. C. M. 2.]

(4) No enlisted man of the regular Marine Corps who is serving in the last 6 months of his enlistment, or extended enlistment, will be sent to a rifle range or be permitted to fire the marksmanship practice with the rifle or any other weapon unless he has signified his intention to reenlist or to extend his enlistment.

### REPORTS AND SERVICE RECORD-BOOK ENTRIES

## 5–31

(1) **Reports of marksmanship practices.**—As soon as a prescribed marksmanship qualification practice, including individual qualification practice with aircraft flexible machine guns, has been completed, the officer in charge shall report the results thereof to the Commandant of the Marine Corps on Form NMC–541. This report will state: the target year in which the test is held; the weapon and course reported on; the range or place where the practice occurs; the station or organization to which the personnel concerned is attached; the date of completion of qualification; the total score; and the qualification attained. The same facts will be entered in the service-record book of each man concerned. In the case of record practice with the rifle, entries in the service-record book will be signed by the officer in charge of the range practice. [C. M. C. M. 2 and 3.]

(2) On the report, the rank and name of each individual, and the date of enlistment will be shown. The names of officers and men will

be arranged alphabetically, disregarding rank, according to qualification under one of the following headings: "Expert Rifleman (Expert Gunner, Aircraft Machine Gunner, 1st Class, etc.)," "Sharpshooter (1st Class Gunner, Aircraft Machine Gunner, 2d Class, etc.)," "Marksman (2d Class Gunner, etc.)," or "Unqualified." In the last column, under "Last (Hold-over) Qualification," the grade of last qualification will be indicated by ER, SS, MM, or UQ, as the case may be, the score being omitted. [C. M. C. M. 3.]

(3) **A complete report** will contain the names of all officers and men who fire a weapon or are examined for qualification on the same day and under the same conditions as specified in the certificate of the officer conducting the practice. If the complete report requires more than one sheet, the certificate at the bottom of each sheet will be signed, and a notation will be made in the lower left-hand corner as follows: "Sheet No. 1 of 4," etc.

(4) **Separate reports** will be submitted for each weapon and for each course. Recruits and men firing the rifle for the first time will not be included on the same sheet as men firing for requalification. If a qualification detail consists of men from more than one post or station, a separate sheet will be used for each post or station involved.

(5) Reports covering the qualification of Regular Marine Corps personnel and of Marine Corps Reserve personnel on indefinite active duty will be prepared in duplicate, the original to be signed by the officer conducting the record practice and forwarded to the Commandant of the Marine Corps, the duplicate to be retained for file. [C. M. C. M. 1 and 2.]

(6) Reports covering the qualification of Marine Corps Reserve personnel not on indefinite active duty will be prepared in triplicate, the original and one copy to be forwarded to the Commandant of the Marine Corps, the triplicate to be retained for file. In order to facilitate and expedite the awarding of qualification badges to Reserve personnel, Reserve organizations will indicate in the column "Last (Hold-over) Qualification" on NMC–541, the badges and bars to which each man is entitled, as follows:

%—entitled to basic badge
*—entitled to bar
#—not entitled to basic badge or bar. [C. M. C. M. 1 and 2.]

(7) When the small-arms practices prescribed by chapter 19, Landing Force Manual, United States Navy, are fired by Marine Corps personnel, reports will be submitted as directed in that manual and a copy thereof will be furnished the Commandant of the Marine Corps. No Navy qualification badge will be awarded to members of the Marine Corps, but the fact of such qualification will be noted in the service-record books of the men concerned. [C. M. C. M. 2.]

(8) Qualifications in Naval Gunnery will be entered in the service-record books of men concerned.

(9) There shall be noted on the discharge certificate of all enlisted men the grade and date of their current marksmanship qualifications in all weapons.

(10) In addition, the following shall be noted in the service-record book and on the discharge certificate of the man concerned:

(*a*) Membership on a rifle or pistol team representing the Marine Corps or Marine Corps Reserve in the National Trophy Matches, thus: "Participated as (captain, coach, principal, or alternate) on Marine Corps (Reserve) rifle (pistol) team winning -------------- place in national trophy matches at ----------------------(place), ------------(date)".

(*b*) Winning a prize in the National rifle (pistol) individual match, thus: "Awarded (gold, silver, bronze) badge for (first, second, etc.) place, National rifle (pistol) individual match at --------------------(place), ------------(date)."

(*c*) Winning a prize in the competitions authorized by articles 5–45, 5–46, 5–47, and 5–48, this manual, thus: "Awarded gold silver, bronze) badge for (first, second, etc.) place in the---------- Division (Marine Corps) rifle (pistol) competition held at --------------------(place), ------------(date)."

(*d*) Membership on Elliott Trophy, San Diego Trophy, and Inter-Division Pistol Teams authorized in articles 5–50, 5–51, and 5–52, this manual, thus: "Participated as (captain, coach, principal, or alternate) on rifle (pistol) team representing ----------------- (post, organization, or division) in --------------Match winning ---------- place at ----------------(place), ------------(date)."

(*e*) "Awarded Distinguished Marksman's (Pistol Shot) Badge, 19--."

(*f*) "Awarded gold (silver, bronze) badge for first (second, third) place in the Lauchheimer Trophy Match, 19--."

(11) The Commanding Officer of the Marine Corps (Reserve) Rifle and Pistol Team Detachment is charged with the duty of furnishing information to the Major General Commandant of matches participated in and prizes and places won by the Marine Corps (Reserve) Rifle and Pistol teams and by individual members of those teams.

(12) At the end of each target year, commanding officers will submit a report to the Major General Commandant stating whether or not all officers have fired the required rifle and pistol qualification courses. This report will contain the names of officers attached to their command at that time, who should have fired such courses but failed to do so. A statement will be obtained from each officer concerned, giving the reasons for his failure to fire, and this statement shall be attached to the commanding officer's report.

## 5-32

(1) **Reports of individual field firing, technique of firing, and combat firing practice.**—The results attained in the individual field firing course which must be fired annually as prescribed by Marine Corps orders, will be submitted to the Major General Commandant on Form NMC-541 simultaneously with the reports of marksmanship practices required by article 5-31. [C. M. C. M. 1.]

(2) Upon the completion of any additional individual field firing, anti-aircraft, technique of fire, or combat firing practices, commanding officers will submit a brief report of such practices to the Major General Commandant on Form NMC-541, or by letter, as appropriate, indicating thereon: the names of individuals or organizations participating; the scores and qualifications attained, if any; the date of firing; a brief description of the course fired; the quantity of ammunition expended; and other pertinent data. [C. M. C. M. 1.]

### MARKSMANSHIP INSIGNIA

## 5-33

(1) **Qualification badges, rifle.**—An appropriate rifle qualification badge will be issued to each officer or enlisted man of the regular Marine Corps qualifying for the first time as Expert Rifleman, Sharpshooter, or Marksman with the service rifle.

(2) When an officer or man requalifies three times (not necessarily consecutive) as an Expert Rifleman with the service rifle, he will be awarded a requalification bar to be attached to the expert rifleman's badge, bearing the years in which the three requalifications were made. The original qualification will not be counted as one of the three requalifications necessary for the award of a requalification bar.

(3) The term "service rifle," as used above, is defined as either the United States rifle, caliber .30, M1903, or the United States rifle, caliber .30, M1.

## 5-34

(1) **Qualification badges, basic.**—A Marine Corps Basic Badge will be issued to each officer or enlisted man qualifying for the first time with any weapon for which the award of a qualification bar is authorized.

(2) A qualification bar, to be fastened between the holding pin and the medallion of the basic badge, will be issued to each officer and enlisted man for the first qualification in the grades and with the weapons listed below. The terms "Expert Gunner," "1st Class Gunner," and "2d Class Gunner," used to designate the grades of qualification with certain weapons, are synonymous with "Expert," "Sharp-

shooter," and "Marksman," respectively. For any one weapon, only the bar for the qualification held at the time will be worn.

| *Inscription on Bar* | *Course* |
|---|---|
| (*a*) EX—BAYONET | |
| (*b*) EX— or SS—PISTOL | Pistol D. |
| (*c*) EX— SS—. or MM—RIFLE D[1] | Rifle D. |
| (*d*) EX— or SS—AUTO-RIFLE | Auto-rifle A. C.,[1] or E. |
| (*e*) EX— or SS—T. S. M. G. | |
| (*f*) EX— or SS—MACH. GUN | Machine gun A. |
| (*g*) EX— or SS—HOWITZER | 37 mm; infantry mortars; .50 cal. MG (antitank) |
| (*h*) EX— or SS—L. ARTY. | |
| (*i*) EX— or SS—D. ARTY. | |

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[1] Issued to personnel of Marine Corps Reserve only.

## 5-35

(1) **Issue of qualification badges.**—An annual supply of qualification badges and bars will be furnished each post and organization of the regular Marine Corps ashore and each detachment afloat upon requisition to the Quartermaster.

(2) Upon the original qualification of an officer or enlisted man in a new grade, his commanding officer will issue appropriate insignia. A notation will be made in the service-record book of each man concerned, after the entry required by article 5-31 (1), as follows: "I. I." and the date, to record the fact that insignia has been issued; or "I. N. I." where issue is not made because the man is not entitled thereto, having previously qualified in the same grade, or because the supply of insignia has become temporarily exhausted. In the latter case, the eventual issue of the insignia will be noted in the service-record book.

(3) Badges and bars thus issued will be dropped from the property accounts of accountable officers on the certificate of issue signed by the commanding officer. This may be in the form of a letter to the accounting officer directing the issue of the required number of badges and bars.

(4) Qualification badges and bars awarded to members of the Marine Corps Reserve will be issued only by Headquarters, Marine Corps, on receipt of report of record practices.

## 5-36

(1) **Competition badges.**—Gold, silver, and bronze badges will be awarded to officers and enlisted men entitled thereto under the regulations hereinafter prescribed for division and Marine Corps rifle and pistol competitions.

(2) Any officer or enlisted man serving in the Marine Corps or Marine Corps Reserve who has won a badge in a division competition, and, including such badge, has won any three badges in the following events, shall be classed as a distinguished marksman or distinguished pistol shot and awarded a badge as such for the weapon concerned:

Division competition, Marine Corps.
Marine Corps competition.
National Individual match.
National Team Match, as a shooting member on a team which, commencing with the year 1925, won a position among the first 16 rifles or the first 10 pistol teams in order of merit in such national team matches;

provided that at least one of the badges for consideration for distinguished classification will be:

(*a*) Won in a Marine Corps competition; or National Individual match; or (*b*) A gold or silver badge won in a division competition; or,

(*c*) Won as a shooting member of a team representing the Marine Corps in the national team matches.

(3) Officers and men of the Marine Corps and Marine Corps Reserve who have won badges in the National Matches enumerated above prior to their entrance into the Marine Corps or Marine Corps Reserve and who have not been designated by the War Department as distinguished, may count such badges as credits for distinguished classification. Such credits may be claimed by application to the Major General Commandant, giving full data concerning the badges won.

(4) An officer or enlisted man of the Marine Corps Reserve who is in other respects eligible for designation as a distinguished marksman or distinguished pistol shot but who has not won a badge in a division competition may, when authorized by the Major General Commandant, enter a division competition for the purpose of winning a badge as a final credit for Marine Corps distinguished classification.

## 5-37

(1) **Duplicate issues.**—Qualification badges or bars lost by the owner or in transmission to him, or which become unsightly from long wear, may be replaced without cost to the individual concerned. A claim for lost insignia must be made within 60 days from the date of loss. A certificate by the commanding officer to the effect that he has investigated the circumstances of the loss or damage and finds that no negligence can be imputed to the individual concerned will be required as evidence to substantiate the new issue. Duplicate badges and bars, if desired for use on separate coats, may be sold to those entitled thereto.

(2) Distinguished marksman, distinguished pistol shot, division and Marine Corps competition, and Lauchheimer Trophy badges, if lost or destroyed after having been received by the person to whom issued, can be replaced by purchase only. Authority for such purchase must be obtained from the Major General Commandant. If the issue of a duplicate badge is authorized, it will be engraved in the same manner as the original badge, the cost of such engraving to be borne by the individual concerned.

## COMPETITIONS IN ARMS

## 5-38

**Competitions authorized.**—The following competitions in arms will be conducted each year at such times and places as may be designated by the Major General Commandant:

(*a*) Division Rifle Competitions.

(*b*) Division Pistol Competitions.

(*c*) Marine Corps Rifle Competitions.
(*d*) Marine Corps Pistol Competition.
(*e*) Lauchheimer Trophy Match.
(*f*) Elliott Trophy Match.
(*g*) San Diego Trophy Match.
(*h*) Inter-Division Pistol Team Match.
(*i*) Franklin Wharton Cup Match.
(*j*) Haines Bayonet Trophy Match.
(*k*) Other competitions authorized or directed by the Major General Commandant.

## 5–39

(1) **Courses to be fired.**—The courses to be fired in competitions (*a*) to (*h*) inclusive as designated above will be published in Marine Corps Orders.

(2) The rifle and pistol competition courses will be fired in all interpost competitions with the service rifle and pistol. If an interpost competition is held at a range which does not permit firing all stages of the rifle competition course, the competition will be limited to those ranges incorporated in the course which can be fired.

### COMPETITION QUOTAS

## 5–40

(1) **The number of competitors** authorized for the several Division rifle and pistol competitions and the quotas assigned to the various posts and organizations of the Marine Corps will be published annually in a circular letter designating the times and places for such competitions.

(2) **Quotas assigned to marine detachments** of vessels of the U. S. Fleet will be in excess of those authorized shore stations. Teams from the Fleet are not eligible for the award of the Elliott or San Diego Trophies.

(3) **Quotas assigned to the Marine Corps Reserve.**—Officers and enlisted men of the Marine Corps Reserve who have been authorized by the Major General Commandant to compete in a Division competition in accordance with Article 5–45 (1) will be in addition to those authorized from the Regular Marine Corps. Teams from the Marine Corps Reserve are not eligible to compete in the Elliott or San Diego Trophy Matches.

(4) **Eligibility.**—All officers and enlisted men of the regular Marine Corps, except distinguished marksmen and distinguished pistol shots, are eligible to participate for badges in the division rifle and pistol competitions. Commanding officers, in making selections, should give due regard to steadiness, good soldierly habits, and conduct, as well as to excellence in marksmanship. All men whose past perform-

ances or range records indicate proficiency in arms should be given an opportunity to qualify for the quota.

(5) **Officers** are to be encouraged by their commanding officers to enter the competitions. At posts where there are interested officers, more than one may be recommended as competitors or sent with the Elliott or San Diego Trophy Teams. Officers, when entered in division competitions, are in addition to the quotas assigned.

(6) **Distinguished marksmen and distinguished pistol shots** are to be encouraged to enter the competitions. These distinguished shots, when entered in division competitions, are in addition to the quotas assigned.

(7) **Competitors from small posts.**—In view of the limited number of competitors authorized for the entire Marine Corps, small posts and detachments whose strength is not sufficient to warrant the assignment of a separate quota of rifle or pistol competitors are combined with and included under the quota assigned to the nearest large post. Commanding officers of the larger posts, the quotas or trophy teams of which include smaller posts or detachments in their vicinity, are directed to give these smaller units every opportunity for their men to qualify as competitors in the division competitions and to make places on the Elliott or San Diego Trophy teams.

(8) **Difficulty in selecting competitors.**—In some cases it may be difficult or impracticable, due to lack of range facilities, for a commanding officer to select definitely all the men who are to represent his command in a division competition. In this case, each post may enter a reasonable number of enlisted men in excess of its assigned quota, including the members of its Elliott or San Diego Trophy team, in the preliminary match of the division competition in order to furnish a basis for the selection of men to enter the competition proper. However, the entries from such posts in the division competition proper shall not exceed the authorized quota. As a further aid in the selection of principals of Elliott Trophy teams, members of such teams who are not otherwise entitled to enter the Marine Corps Rifle Competition proper will be permitted to enter the preliminary of that match for practice.

(9) **Quota vacancies.**—Posts at which division competitions are held are not restricted as to the number of entries in the preliminary match of the division competitions, but in the competition proper the entries shall not exceed the number authorized except in the case of a post the full quota of which has been reduced through unavoidable cause. In such cases the commanding officer of the post at which the competition is held may enter a sufficient number of competitors from among the most promising candidates present at the post in order to complete the total quota allowed for the competition.

## TRANSFER OF COMPETITORS TO DIVISION COMPETITIONS AND TROPHY MATCHES

### 5–41

(1) **Time of transfer.**—Upon receipt of the circular letter from the Major General Commandant designating the times and places that division competitions and trophy team matches are to be held, commanding officers concerned will select the officers and men within the prescribed quotas they desire to send to such competitions. Competitors and teams will be sent to the place of competition for preliminary training at such a time as to arrive 2 weeks (or more if desired) prior to the beginning of the week in which the division competition is scheduled to be held.

(2) **Transfer of enlisted men.**—All enlisted competitors, except those selected from marine detachments of the United States Fleet, will be transferred to the place of competition without further reference to headquarters. Such transfers will be complete and the staff returns of the men concerned will be forwarded to the post where the competitions are held. These transfers are directed in order to facilitate the keeping of administrative records and will in no way be considered as preventing men from representing their original post in the competitions.

(3) **Transfer of a trophy team member not included in the division competition quota.**—Members of Elliott and San Diego Trophy teams who are not included in the division competition quota will be transferred to the posts where the division competitions are to be held at the same time and in the same manner as the competitors proper. Elliott Trophy teams from posts assigned to divisions other than the Eastern, will be transferred with the badge winners of their division competitions so as to arrive at Marine Barracks, Quantico, Virginia, not less than two weeks prior to the begininng of the week in which the Marine Corps competitions are scheduled to be held.

(4) **Transfer of officers.**—Commanding officers will submit to the Major General Commandant, by letter or despatch, the names of officers whom they desire to send to the competitions and will request orders. When for administrative purposes, such officers are detached from their original station and ordered to duty at the post where the competitions are to be held, they will be considered eligible to represent their original posts in the Elliott and San Diego Trophy Matches.

(5) **Transfer of competitors from United States Fleet.**—Officers, enlisted competitors, and distinguished shots, attached to Marine detachments of the United States Fleet, who are authorized to participate in division competitions by the Commander of the Force or Squadron concerned, will be transferred on temporary detached duty to the post where the competition is to be held. When such transfer involves transportation expense to the Marine Corps, orders will be requested from the Major General Commandant.

## 5–42

(1) **Transfer of competitors on completion of division competitions.**—Upon receipt of the radio report prescribed in article 5–55, orders will be issued by the Major General Commandant directing the transfer of such officers, distinguished marksmen, and distinguished pistol shots as may be considered available to the place where the Marine Corps competitions are to be held to participate therein.

(2) Enlisted men of the Regular Marine Corps winning badges in a division competition other than the Asiatic (except competitors from marine detachments of the United States Fleet) and enlisted shooting members of the winning San Diego Trophy team will be transferred to the place where the Marine Corps competitions are to be held to participate in such competitions and in the tryouts for the Marine Corps Rifle and Pistol Team Detachment. Transfers of such enlisted competitors will be complete, and their staff returns will be forwarded to the place where the competition is to be held.

(3) Competitors from marine detachments of the United States Fleet will not be transferred from the West Coast to participate in the Marine Corps competitions without specific orders from the Major General Commandant in each case.

(4) Enlisted badge winners in an Asiatic division competition will be transferred to the United States by government transportation at a convenient time following the completion of the competitions. They will be in the same status as all other competitors in the competitions to be held the following year and will be eligible for membership on Elliott and San Diego Trophy teams.

(5) Whenever practicable and desirable, unsuccessful competitors will be returned to their original stations.

(6) Commanding officers under whose jurisdiction each division competition is held are authorized to direct the post quartermasters to furnish the necessary transportation, and to order the travel necessary, to comply with the above instructions.

## 5–43

**Transfer of competitors on completion of Marine Corps competitions.**—Upon completion of the Marine Corps competitions and of the tryouts for the Marine Corps Rifle and Pistol Team Detachment, the commanding officer of the post where such competitions are held will submit a report to Headquarters, Marine Corps, setting forth the names of all officers and enlisted men whose transfer to the Marine Corps Rifle and Pistol Team Detachment is recommended, and the names, ranks, and original stations of all unsuccessful competitors, with a request for further instructions.

## 5-44

**Transportation.**—All commanding officers are directed to make the fullest use of government transportation. Commanding officers of posts outside of the United States will not order transfers which involve commercial transportation by water unless authorized to do so by the Major General Commandant.

### DIVISION RIFLE COMPETITIONS

## 5-45

(1) **Who may enter.**—A division rifle competition is open to all enlisted men of the Marine Corps, not classified as distinguished marksmen, who have been selected by their commanding officers and of a number not to exceed the quota assigned to the post or organization of which they are members; to all officers and distinguished marksmen who have been authorized to compete by their commanding officers or by special order of the Major General Commandant; and to all officers and enlisted men of the Marine Corps Reserve who have been authorized to compete by the Major General Commandant.

(2) **Course of fire.**—A division rifle competition consists of two parts: the Preliminary Match, in which the competitors fire the rifle competition course once; and the Competition Proper, in which the competitors fire the rifle competition course twice for record.

(3) **Order of firing.**—The rifle competition course will be fired only once in any 1 day. In each rifle competition proper the firing of the first time over the course will be completed prior to starting the course the second time; and the final stage in the second time over the course will invariably consist of the 5th stage of the rifle competition course. Subject to these restrictions, the order of sequence of firing will be determined by the officer in charge of the competition.

(4) **Badges.**—(*a*) Gold, silver, and bronze badges, in numbers to be determined each year by the Major General Commandant, will be awarded to the enlisted competitors of the Regular Marine Corps making the highest scores in each of the division competitions.

(*b*) Commissioned competitors of the regular Marine Corps, not classified as distinguished marksmen, who make a score equal to that of any enlisted competitor winning a badge will receive a badge similar in all respects to that awarded the enlisted man.

(*c*) Officers and enlisted men of the Marine Corps Reserve, not classified as distinguished marksmen, who make a score equal to that of any enlisted competitor of the Regular Marine Corps winning a badge will receive a badge similar in all respects to that awarded the enlisted man, the cost of such badges to be defrayed from Marine Corps Reserve funds.

(*d*) When quotas of competitors from marine detachments of the U. S. Fleet are entered in division competitions, additional badges will be authorized as determined by the Major General Commandant. Competitors from the Fleet are not limited to winning these additional badges but fire on equal terms with other competitors for all badges.

(*e*) The award of badges to officers and to members of the Marine Corps Reserve will be made in accordance with their standing after ties have been broken. A score that is outranked will not be considered as equal.

(*f*) Distinguished marksmen are not eligible for the award of badges but fire for place in the competition.

(*g*) The presentation of badges will be made as soon as practicable after the close of the competitions and will be conducted with the ceremony and formality warranted by the importance of the occasion.

(*h*) An officer or enlisted competitor of the Regular Marine Corps who, under the provisions of article 5–36 (2), requires a gold or silver badge as a final merit for distinguished classification but who wins a place in a division competition that would entitle him to a bronze badge only, shall be shown in the report as an extra number and such bronze badge shall not be awarded to him.

## DIVISION PISTOL COMPETITIONS

## 5–46

(1) **Who May Enter.**—Entry in a division pistol competition is controlled by the same regulations as govern entry in a division rifle competition. When commanding officers so desire, the entire quota for the pistol competition, or any part of it, may be comprised of men selected to represent their posts or organizations in the division rifle competitions.

(2) **Course of fire.**—A division pistol competition consists of two parts: The preliminary match, in which the competitors fire the pistol competition course once; and the competition proper, in which the competitors fire the pistol competition course twice for record.

(3) **Order of firing.**—Firing of a division pistol competition will follow the conclusion of the division rifle competition. The preliminary match will not be fired on the same day as the pistol competition proper. In each pistol competition proper the firing of the first time over the course will be completed prior to starting the course the second time. In all pistol competitions, firing will commence at 50 yards, slow fire, and will be completed at 25 yards, rapid fire.

(4) **Badges.**—Gold, silver, and bronze badges are awarded under the same regulations as govern the award of badges in division rifle competitions.

### MARINE CORPS RIFLE COMPETITION

### 5-47

(1) **Who may enter.**—(*a*) Officers and enlisted men of the regular Marine Corps who were awarded badges as a result of division rifle competitions of the current year, and distinguished marksmen.

(*b*) Officers and enlisted men who are eligible to compete in the Marine Corps pistol competition may enter the Marine Corps rifle competition to fire for a score to be considered in connection with the award of the Lauchheimer Trophy.

(*c*) Officers and enlisted men of the regular Marine Corps who qualified as extra numbers in a division rifle competition of the current year under the provisions of article 5-45 (h).

(2) **The course of fire** for the Marine Corps rifle competition is the same as that prescribed for a division rifle competition.

(3) **The order of firing** for the Marine Corps rifle competition is the same as that prescribed for a division rifle competition.

(4) **Badges.**—Gold, silver, and bronze badges, in numbers to be determined each year by the Major General Commandant, will be awarded to the competitors making the highest scores, under the same regulations as govern the award of badges in division competitions; provided that only those competitors who have won badges in a division rifle competition of the current year will be considered in the award of Marine Corps rifle competion badges.

### MARINE CORPS PISTOL COMPETITION

### 5-48

(1) **Who may enter.**—(*a*) Officers and enlisted men of the regular Marine Corps who were awarded badges as a result of division pistol competitions of the current year, and distinguished pistol shots.

(*b*) Officers and enlisted men who are eligible to enter the Marine Corps rifle competition may enter the Marine Corps pistol competition to fire for a score to be considered in connection with the award of the Lauchheimer Trophy.

(*c*) Officers and enlisted men of the Regular Marine Corps who qualified as extra numbers in a division pistol competition of the current year under the provisions of article 5-45 (4) (h).

(2) **The course of fire** for the Marine Corps pistol competition is the same as that prescribed for a division pistol competition.

(3) **The order of firing** for the Marine Corps pistol competition is the same as that prescribed for a division pistol competition.

(4) **Badges.**—Gold, silver, and bronze badges, in numbers to be determined each year by the Major General Commandant, will be awarded to the competitors making the highest scores, under the same regulations as govern the award of badges in division pistol compe-

titions: Provided, that only those competitors who have won badges in a division pistol competition of the current year will be considered in the award of Marine Corps pistol competition badges.

### LAUCHHEIMER TROPHY MATCH

### 5-49

(1) **Who may enter.**—Entry of a competitor in both the Marine Corps rifle competition and the Marine Corps pistol competition under the conditions prescribed for those competitions constitutes entry in the Lauchheimer Trophy Match.

(2) **Conditions of award.**—The Lauchheimer Trophy will be awarded annually to the officer or enlisted man, including distinguished marksmen and distinguished pistol shots, who attains the highest aggregate score with both rifle and pistol during the Marine Corps competitions proper.

(3) **Prizes awarded.**—(*a*) To the competitor attaining the highest aggregate score, the Lauchheimer Trophy, a gold badge, and a letter of commendation from the Major General Commandant. The name of the winner will be engraved upon the trophy, which is emblematic of the rifle and pistol championship of the Marine Corps, and which, under the conditions of award, must be kept in the office of the Major General Commandant at Headquarters, United States Marine Corps.

(*b*) To the competitor attaining the second highest aggregate score in order of merit, a silver badge.

(*c*) To the competitor attaining the third highest aggregate score in order of merit, a bronze badge.

### ELLIOTT TROPHY MATCH

### 5-50

(1) **Who may enter.**—(*a*) Each post and organization stationed in the West Indies, the Canal Zone, or the continental United States east of the Mississippi River, to which a quota of competitors is assigned a division rifle competition as prescribed by article 5-40, will enter a team in the Elliott Trophy Match.

(*b*) Should the commanding officer of a smaller post, or of a separate organization of the Fleet Marine Force equivalent in strength to an infantry battalion, not assigned a separate quota in a division rifle competition, consider that the personnel of his command includes such excellent shooting talent as to warrant an independent team, he may submit a request to the Major General Commandant for authority to enter the Elliott Trophy Match.

(*c*) Teams representing the Marine Corps Reserve or detachments of the United States Fleet are not eligible for the award of the Elliott Trophy.

(2) **Membership of teams.**—(*a*) Each team will consist of a team captain, a team coach, four shooting members, and one alternate. The team captain and team coach may also be shooting members.

(*b*) Each Elliott Trophy Team shall have at least one officer as a shooting member.

(*c*) Each Elliott Trophy Team shall have at least one enlisted man as a shooting member who has never before competed as a principal in any Elliott or San Diego Trophy Match.

(*d*) Any officer or enlisted man who has been a shooting member of a Marine Corps national match rifle team is not eligible to fire in the Elliott Trophy match, but such officers and enlisted men may act as team captains or coaches.

(*e*) All members being eligible, the membership of each team is a matter for each commanding officer to determine.

(*f*) The team captain shall certify to the eligibility of his team to the executive officer before the match begins.

(3) **When fired.**—The Elliott Trophy Match will be fired each year after the completion of the Marine Corps competitions.

(4) **Course of fire.**—The match shall consist of firing the rifle competition course once, the stages to be fired in the order prescribed.

(5) **Awards.**—(*a*) The team attaining the highest aggregate score in the match will be awarded the Elliott Trophy, which shall be engraved with the name and score of the winning post or organization and be held by the commanding officer of such post or organization until the next match is held.

(*b*) The team, representing a post whose authorized allowance does not exceed 300 officers and enlisted men, attaining the highest aggregate score in the match will be awarded the Harold F. Wirgman Trophy which shall be inscribed with the name and score of the winning post and be held by the commanding officer of such post until the next match is held. Those teams which represent organizations of the Fleet Marine Force or subdivisions of the posts at Quantico or Parris Island may not compete for the Wirgman Trophy. In the event a team eligible for the award of the Wirgman Trophy wins the Elliott Trophy Match, it will automatically relinquish its right to the award of the Wirgman Trophy to the team with the next highest aggregate score eligible to compete therefor. The list of posts eligible for the Wirgman Trophy will be published annually by the Major General Commandant in the circular letter designating the times and places for competitions.

### SAN DIEGO TROPHY MATCH

### 5–51

(1) **Who may enter.**—(*a*) Each post and organization stationed in Alaska, Hawaii, or the continental United States west of the Mississippi River, to which a quota of competitors is assigned in a division

rifle competition as prescribed by article 5–40, will enter a team in the San Diego Trophy match.

(*b*) Should the commanding officer of a smaller post, or of a separate organization of the Fleet Marine Force equivalent in strength to an infantry battalion, not assigned a separate quota in a division rifle competition, consider that the personnel of his command includes such excellent shooting talent as to warrant an independent team, he may submit a request to the Major General Commandant for authority to enter the San Diego Trophy match.

(*c*) Teams representing the Marine Corps Reserve or detachments of the United States Fleet are not eligible for the award of the San Diego Trophy.

(2) **Membership of teams.**—The regulations governing the membership of the Elliott Trophy teams are equally applicable to the membership of the San Diego Trophy teams.

(3) **When fired.**—The San Diego Trophy Match will be fired each year immediately following the Western Division competitions.

(4) **Course of fire.**—The match shall consist of firing the rifle competition course once, the stages to be fired in the order prescribed.

(5) **Award.**—The team attaining the highest aggregate score in the match will be awarded the San Diego Trophy, which shall be engraved with the name and score of the winning post or organization and be held by the commanding officer of such post or organization until the next match is held.

## INTER-DIVISION PISTOL TEAM MATCH

### 5–52

(1) **Who may enter.**—Each competition division, other than the Asiatic, will enter at least one team in the Inter-Division Pistol Team Match. The executive officer of the Marine Corps competitions is empowered to authorize the entry of more than one team from any of the divisions, provided the shooting material justifies such entry.

(2) **Membership of teams.**—Each team will consist of a team captain, a team coach, five shooting members, and one alternate. The team captain and team coach may also be shooting members. Teams will be selected from among the competitors representing the respective divisions who have been ordered to Quantico for the purpose of participating in the Eastern Division and Marine Corps competitions and the Elliott Trophy Match.

(3) **When fired.**—The Inter-Division Pistol Team Match will be fired each year after the completion of the Elliott Trophy Match.

(4) **Course of fire.**—The match shall consist of firing the pistol competition course once, the stages to be fired in the order prescribed.

## CONDUCT OF DIVISION, MARINE CORPS AND TROPHY TEAM COMPETITIONS

### 5–53

(1) **Executive officers.**—Commanding officers, under whose jurisdiction the division, Marine Corps, and trophy team competitions are to be held, will appoint an officer of field rank as executive officer of the competition. Executive officers will conduct the competitions in accordance with the provisions of this Manual and such additional instructions as may be published in the circular letter designating the times and places of the competitions.

(2) **Equipment.**—(*a*) Ammunition will be issued as directed by the executive officers. Care will be taken that the same lots are provided for the competition as were provided for practice.

(*b*) The rifle to be used is the United States Rifle, caliber .30, M–1903, having not less than three-pound trigger pull, equipped with either the straight stock (M–1903) or the pistol grip stock (M–1903A1), with knurled-head cocking piece, and either regular or reversed safety lock. National match and star-gaged rifles are permitted in these competitions. The headless cocking piece will not be used.

(*c*) The pistol to be used is the United States Pistol, caliber .45, M–1911 or M–1911A1, having not less than four-pound trigger pull, issued by the Quartermaster, or the same type and caliber pistol as manufactured by the Colt's Patent Fire Arms Manufacturing Co., privately owned, equipped with fixed sights, the front sight of the blade type (not undercut) and the rear sight an open "U" or rectangular notch, and standard stocks.

(*d*) Commanding officers of posts and organizations assigned a quota in a division competition will take steps to have requisitions submitted to the Depot Quartermaster, Depot of Supplies, Philadelphia, Pa., for shooting equipment (rifles, pistols, telescopes, micrometers, etc.) for use in such competitions, in accordance with allowances published from time to time by the Quartermaster. Competitors transferred for the purpose of competing in division matches (article 5–41) or for the purpose of competing in the Marine Corps competitions (article 5–42) will be required to take their complete shooting equipment with them, except badge winners of an Asiatic Division competition who are transferred to the United States. Upon the completion of the Marine Corps competitions and national team tryouts, the special equipment which has been brought to the place of competition will be collected by the post quartermaster thereat and returned as soon as possible to the Depot Quartermaster, Depot of Supplies, Philadelphia, Pa., for inspection and repair preparatory to the next year's competitions. A tag will be attached to each rifle setting forth the number of rounds fired through the rifle subsequent to the date of last issue from the Philadelphia depot.

(3) **Squadding.**—(*a*) Competitors will be squadded for the preliminary match in a competition as directed by the executive officer.

(*b*) For the first time over the course in the competitions proper, competitors will be assigned to relays in order of their standing, in the preliminary match. For the second time over the course, competitors will be reassigned to relays in order of their standing in the preceding time over the course. Individual competitors will be assigned to targets in their respective relays, by lot, after the pits have been sealed.

(*c*) In team matches, targets will be assigned as the result of team captains drawing for position.

(*d*) Competitors and teams will be reassigned to relays and targets as directed by the executive officer if, for any reason, pit details have entered or left the pits after relays and targets have been assigned.

(*e*) Whenever a competition is not completed in one day, the day's firing will cease at the completion of a stage in order that all competitors may fire under as nearly the same conditions as possible.

(4) **Coaching.**—(*a*) In team matches, coaching by any member of the team will be permitted. When a team uses more than one target, a coach is permitted for each target. Coaching is not authorized in individual matches.

(*b*) Visiting Elliott and San Diego Trophy teams not provided with capable coaches will apply to the executive officers at Quantico and San Diego, respectively, for coaching assistance. Coaches for this purpose will be selected from personnel available at those posts. A coach once assigned will not be removed or replaced except for cogent reasons.

## 5–54

(1) **Decision of ties.**—Ties in individual rifle competitions will be decided as follows:

(*a*) By the highest score in order of merit in the second time over the course.

(*b*) If there is a tie in the numerical score in the second time over the course, the scores shall be ranked in order of merit by:

1. The highest score at the longest range.
2. The highest score at the next longest range, etc.

(*c*) At any single stage, ties shall be decided by:

1. The fewest misses.
2. The fewest hits of the lowest value.
3. The fewest hits of the next lower value, etc.
4. In slow fire, by the inverse order of hits, counting singly from the last to the first.
5. If still a tie, the competitors concerned will fire single shots at the longest range until the tie is broken.

(2) Ties in rifle team matches will be decided as follows:

(*a*) By the team aggregate at the longest range.

(*b*) By the team aggregate at the next longest range, etc.

(3) Ties in individual pistol competitions will be decided as follows:

(*a*) By the highest score in order of merit in the second time over the course.

(*b*) If there is a tie in the numerical score in the second time over the course, the scores shall be ranked in order of merit by:

1. The highest score at rapid fire in the second time over the course.
2. The highest score at timed fire.
3. The highest score at slow fire.
4. The highest 5-shot rapid fire score.
5. The highest 5-shot timed fire score.
6. The inverse order of shots in slow fire, counting singly from the last to the first.

(4) Ties in pistol team matches will be decided as follows:

(*a*) By the team aggregate at rapid fire.

(*b*) By the team aggregate at timed fire.

(*c*) By the team aggregate at slow fire.

(5) Ties in the Lauchheimer Trophy Match will be decided as follows:

(*a*) By the highest total score in the rifle competition.

(*b*) By the highest total score with the rifle at 1,000 yards.

(*c*) By the highest total score with the pistol at rapid fire.

(*d*) By the highest number of fives with the rifle at 1,000 yards.

(*e*) By the highest number of tens with the pistol at rapid fire.

(*f*) By the highest number of fours with the rifle at 1,000 yards.

(*g*) By the highest number of nines with the pistol at rapid fire, and so on.

## 5–55

(1) **Reports by Executive Officers.**—Immediately upon completion of each division competition, executive officers will report by radio to the Major General Commandant, the names (first name, middle initial, if any, and surname) and scores of badge winners, including officers and distinguished shots winning places. Executive officers are authorized to include in this same radio the names and scores of a limited number of officers and enlisted men who fail to place among the badge winners whom he recommends for transfer to the Marine Barracks, Quantico, Va., for participation in the national team tryouts. A radio report will be sent, also, upon the completion of the San Diego Trophy match which will include the score of each team, together with the name, rank, and station of the team captain and coach of the winning team.

(2) Executive officers will submit a complete report by mail as soon as practicable after the completion of each competition. The names of distinguished shots and their scores will be shown in their proper place in order of merit in the body of the report.

(3) The complete results of team matches will be reported to the Major General Commandant as soon as practicable after the completion of the matches. These reports will contain the names of the teams in order of merit, the names and ranks of team captains, coaches, and shooting members, together with the individual and team scores at each range.

(4) **Recommendations.**—All officers participating in the matches are encouraged to submit to the Major General Commandant, via the executive officers, suggestions and recommendations for the improvement of competitions.

## THE FRANKLIN WHARTON CUP

## 5–56

(1) The Franklin Wharton Cup will be awarded annually to the post, detachment (including ships' detachments), or company of the Regular Marine Corps whose average strength for the target year is not less than 40 enlisted men and not greater than 300 enlisted men attaining the highest figure of merit in rifle marksmanship in courses for which compensation is paid during the target year.

(2) At least 75 percent of the men attached to the organization must fire for record while so attached in order that the organization may be eligible for the cup.

(3) In arriving at the figure of merit the following computations will be made:

(*a*) Multiply the number of expert riflemen by 5.

(*b*) Multiply the number of sharpshooters by 4.

(*c*) Multiply the number of marksmen by 3.

(*d*) Divide the sum of the figures obtained as above by the number of men who fired to obtain the final figure of merit.

(4) Rifle-range detachments and recruit organizations are not eligible to compete for this cup.

## THE HAINES BAYONET TROPHY

## 5–57

(1) The Haines Bayonet Trophy will be awarded annually to the post, detachment (including ships' detachments), or company of the regular Marine Corps whose average strength for the target year is not less than 40 enlisted men and not greater than 300 enlisted men attaining the highest figure of merit with the bayonet in the prescribed qualification course during the target year.

(2) An organization will receive credit only for men taking the course or qualifying while attached to the organization.

(3) At least 75 percent of the men attached to an organization must take the course in order that the organization may be eligible for the trophy.

(4) In determining the figure of merit the following computations will be made:

(*a*) Two points for each man qualifying as bayonet expert.

(*b*) One point for each man taking the qualification course but failing to qualify as expert.

(*c*) The sum of the above to be divided by the actual number of men who took the qualification course.

(5) Rifle-range detachments and recruit organizations are not eligible to compete for this trophy.

## INSPECTION, ISSUE, CARE AND CLEANING, AND SURVEY OF SMALL ARMS

### 5–61

(1) **General instructions.**—The importance of a thorough knowledge of how to inspect, care for, and clean small arms cannot be overemphasized. The kind of attention given to a weapon determines largely whether or not it will shoot accurately and function successfully when needed. Experience has shown that the majority of small arms become inaccurate and unserviceable, not through shooting but through the lack of intelligent and proper care.

(2) It must be clearly understood by all officers and enlisted men that the responsibility for the proper care of a weapon in the hands of an enlisted man will be shared equally by the man himself and by his immediate commanding officer, and in cases of proved neglect by either appropriate disciplinary action shall be taken. (See arts. 17–74, 17–75, and 5–63 (5).)

### 5–62

(1) **Visual inspection of rifles.**—In the inspection of rifles for issue, when turned in, by boards of survey, etc., the inspectors shall be guided by the provisions of War Department Technical Regulations No. 1400–30A and the following instructions. The descriptive words given in (2) to (4), inclusive in this article will be used by all inspectors in order to standardize the description of certain defects throughout the service. The breech bore gage, inspector's bore reflector, head space gages, striker hole gage, and safety lug clearance gage are issued for use in connection with these inspections.

(2) **Barrel defects.**—(*a*) OK or NO DEFECTS.—The bore is free from bulges, gas erosion, tool marks, and pits, and the lands are sharp and uniformly distinct.

(*b*) Bulges.—(State location.) This defect rarely occurs. Bulges are caused by an obstruction in the bore, such as dirt, snow, or a cleaning patch, which allows the maximum pressure to work against the bore of the rifle and forces it outward. In case the barrel does not rupture a bulge will appear. It is indicated by a shadowy depression or dark ring in the bore. It may or may not be accompanied by a corresponding raised ring on the outside of the barrel. A bulge renders a rifle unserviceable and the rifle should be brought before a board of survey to determine responsibility therefor.

(*c*) Gas erosion.—(State location and length of area affected.) Gas erosion is caused by the intense heat and pressure of the powder gases during combustion which wears away and roughens the surface of the bore, beginning at the forward end of the chamber and extending farther down the bore as the use of the rifle continues. This condition is indicated by a dark and rough appearance at the origin of the rifling. It normally appears first in the groove at the breech and follows the tool marks near the leading edge of the lands. As erosion progresses, the roughened area within the grooves increases and the lands become rounded in appearance or are worn away entirely. This defect may be differentiated from pitting as it always starts at the origin and affects the entire circumference of the bore. Gas erosion is a normal development not under the control of the individual to whom the rifle has been issued. The rifle is serviceable until it reaches a breech-bore gage reading of .308 or more, when it should be surveyed as unserviceable and worn out in service.

(*d*) Tool marks.—(State location, depth, and area affected.) Tool marks are the result of rough tooling in manufacture. They appear in the grooves in the form of shallow scratches which follow the twist of the barrel for its full length. A deep scratch will tend to pit if proper care is not exercised. Tool marks are frequently found in new barrels, but rifles which have been fired for a year or more are generally free from them. This defect is of minor importance and the rifle is serviceable.

(*e*) Slight pits.—(State location and area affected.) Pitting is invariably caused by rust. As particles of the metal in the bore oxidize, they break away from the body of the steel, leaving small holes. Pitting, once begun, is progressive from slight pits to developed pits as described below. The rate of progression is dependent on many factors, the most important being the method of and care exercised in cleaning the weapon. Slight pits cover a range from pits which are minute and present a dull, slightly roughened and frosted appearance to indentations which look like small holes in the metal. This condition may occur on the lands or in the grooves. It may be distinguished from gas erosion by its location, and by the fact that it is generally localized in small areas in the barrel. It remains slight pitting so long as the lands are sharp and uniformly distinct. A rifle with slight pits is serviceable.

(*f*) PARTIALLY DEVELOPED PITS.—(State location and area affected.) The transition point from slight pits to partially developed pits is the sharpness and uniformity of the lands. As soon as a slight pit develops to such an extent that it breaks across the edge of a land there is a partially developed pit. This development may progress from a land to a groove or vice versa. Partially developed pits present a black and roughened appearance and look like small holes in the metal. These pits may affect slightly the accuracy of the barrel but until they have progressed to the status of developed pits, the rifle is serviceable and should be retained in use. [C. M. C. M. 1.]

(*g*) DEVELOPED PITS.—(State location and size of affected area.) Developed pits are those which extend the width of a land or groove, or which are ⅜ to ½ inch in length, permitting the passage of gas around the bullet as it is propelled through the bore. They are highly irregular in shape. The affected area presents a black and very rough appearance, and the individual pits are clearly defined and readily seen with the naked eye. Gas erosion may also develop adjacent to such pits. A rifle with developed pits is unserviceable. It will be withdrawn from use and brought before a board of survey.

(*h*) WORN OUT AT BREECH.—(State breech bore gage reading.) Breech bore gages are used to determine the amount of wear at the breech. The gage is inserted in the bore of the barrel at the breech end with receiver assembled. Do not force the gage. Read the gage directly below the front of the magazine opening cut on top of the receiver. To insure accuracy, several readings should be taken. When the gage reads .308 (indicated by the second wide black line) or more, the barrel is worn out and is unserviceable. In this case, the rifle will be surveyed as "worn out in service" and other defects, such as pitting, will be disregarded.

(*i*) Inspection of the chamber should take place at the same time as the inspection of the bore. Tool marks and pitting occur here as in the bore. Pits of sufficient size to cause failure to extract render the rifle unserviceable.

(3) **Bolt defects.**—(*a*) INSUFFICIENT OR EXCESSIVE HEAD SPACE.—(State defect.) Do not force the bolt home when using the gage. A head space gage is a delicate precision instrument and should be handled as such. A rifle which refuses the 1.940 gage has insufficient head space. A rifle which accepts the 1.950 gage has excessive head space. Either of these defects renders the rifle unserviceable.

(*b*) ENLARGED STRIKER HOLE.—(State defect.) The striker hole gage is a "no go" gage. If the striker hole accepts the gage, the rifle is unserviceable.

(*c*) SAFETY LUG CLEARANCE.—(State defect.) The safety lug gage is a "go" gage. If the gage is refused, the rifle is unserviceable.

(*d*) A rifle which fails to pass any of these three tests will be exchanged for a serviceable rifle (see art. 17–109 (3)). If pitting is present, it cannot be disregarded as these defects can be remedied independently of the barrel, and the rifle will be brought before a board of survey to determine responsibility for the pitting.

(4) **Stock defects.**—(*a*) Cracked hand guard.—Cracked hand guards should be replaced as necessary without further action.

(*b*) Cracked stock.—(State defect.) This condition will generally occur at the small of the stock just to the rear of the tang of the receiver or the trigger guard. A split of less than ½ inch may be disregarded. If a split of more than ½ inch occurs, the stock should be removed for further inspection. If the recoil block is still intact or has longitudinal cracks of 1 inch or less, the rifle is serviceable. If the recoil block is not intact and has longitudinal cracks greater than 1 inch in length, the rifle is unserviceable. This defect is incident to normal use in service and the man should not be held responsible therefor. [C. M. C. M. 1.]

(*c*) Broken stock.—(State defect.) This defect usually occurs at the small of the stock. The rifle should be brought before a board of survey and responsibility for the condition determined.

(*d*) Chipped ~~of~~ or scratched stock.—(State location and description of defect.) These defects do not usually affect the serviceability of a rifle; if so, the rifle should be brought before a board of survey to determine the responsibility therefor.

## 5–63

(1) **Issue, inspection, and survey of small arms; inspection at time of issue.**—The issue of all rifles and pistols shall be witnessed by an officer, other than the accountable officer, who is competent to determine the condition of the weapons at the time of issue. The bore of the weapon will be thoroughly cleaned prior to the issue, and carefully inspected by the witnessing officer. He will note over his signature on Form NMC–782 or NMC–782c, or on the receipt when small arms are issued on memorandum receipt, any minor defects in the barrel, bolt, or stock of the weapon at the time of issue. Under no circumstances will an unserviceable rifle be issued. The purpose of the witnessing officer's inspection and the notation of minor defects is to fix the responsibility for the future condition of the weapon; therefore, great care shall be taken in this inspection, and particularly that defects are properly noted. [C. M. C. M. 1.]

(2) **Inspection on joining or transfer from an organization.**—When an enlisted man joins or is transferred from an organization or post, his immediate commanding officer shall make a thorough inspection of the man's rifle to insure that the piece is serviceable. The serial number of the rifle will be compared with that shown on Form NMC–782 or

NMC–782c in the man's service-record book. In case of discrepancy, the Quartermaster will be informed. (See art. 17–109.) Rifles found to be unserviceable will be brought before a board of survey immediately.

(3) **Routine inspections.**—Each rifle shall be inspected at least once a week while in the hands of personnel. Should an inspection indicate that a weapon has been neglected, a board of survey will be ordered immediately to fix responsibility.

(4) **Inspection of small arms when turned in.**—An inspection, similar in all respects to that made when a weapon is issued, will be made when a rifle or pistol is turned in for any reason. Should the inspection indicate that the weapon has been neglected, a board of survey will be ordered immediately to determine the responsibility.

(5) **Surveys of rifles.**—A rifle brought before a board of survey shall be minutely inspected by the members of the board to determine its condition at the time of survey, a statement of such condition to be placed in the body of the report and on a tag to be affixed to the rifle. In determining responsibility for the condition of the rifle, the board will be guided by the instructions contained in article 5–62 of this Manual, the condition of the rifle at time of issue, the length of time the rifle has been in the hands of the individual concerned, and the places and types of duty performed by the man. The usual cause for survey is pitting in the barrel. Although pitting is generally caused by neglect due to improper care and cleaning after firing, it may occur even though the rifle has not been fired. This is especially true if conditions of the service do not permit adequate care and cleaning within a period of six hours after immersion in salt water, or daily in localities subject to high humidity. Once pitting has begun, additional care is necessary to arrest or prevent its progression. If a rifle, brought before a board of survey at the completion of a man's enlistment, is found unserviceable for reissue because of pitting due to neglect, the board shall fix pecuniary responsibility therefor. A rifle brought before a board of survey prior to the expiration of a man's enlistment and found pitted due to neglect, but still serviceable, will be returned to the individual concerned, disciplinary action will be taken, and a notation will be placed on Form NMC–782 or NMC–782c as follows: "Bd Sur Rpt ______ (date) ______, slight (or partially developed) pits due (or not due) to neglect." If neglect is indicated, a copy of the statement of the enlisted man concerned as required by article 17–74 will be pasted in his service-record book. At the end of the man's current enlistment, the rifle will again be brought before a board of survey. If at that time the board finds the rifle unserviceable for reissue because of pitting, and not worn out in service, the man concerned will be held pecuniarily responsible for the cost of the rifle barrel, and the rifle will be returned to the Depot of Supplies, Philadelphia, Pa., for overhaul and repair.

## 5-64

(1) **Care, cleaning, and preservation of small arms; care and cleaning after firing.**—(*a*) The bore of a small arm, under the action of the pressure and heat of the burning powder gases, is hardened in a manner similar to that which forms the so-called case-hardened surface of steel. Under the further action of heat, pressure, and abrasion, the hardened surface becomes covered with minute cracks. These cracks normally follow the tool marks. They extend, however, from the surface of the bore to a depth approximating a maximum of 0.0015 of an inch. These minute cracks accumulate fouling which is difficult to remove by merely wiping, and a bore on superficial cleaning might appear to be in perfect condition, and yet might subsequently rust from the action of fouling and moisture remaining in these cracks.

(*b*) All small-arms ammunition (ball, armor-piercing, tracer, blank, and high pressure test) in use in the service is loaded with corrosive primers. The firing of a cartridge deposits in the bore, and in the gas system of gas operated weapons, the products of combustion of the powder and primer. The combustion of the powder, being very complete, usually leaves a fouling which consists of an almost harmless ash. The combustion of the primer mixture, however, results in the deposit of a salt known as potassium chloride, similar to common table salt. This salt is deposited all over the surface of the bore, and in the gas system of gas-operated weapons, and in all cracks and tool marks. When first deposited it is harmless, but being hygroscopic it quickly absorbs moisture from the air. Particularly it absorbs moisture as soon as the humidity has increased after nightfall. Steel rusts very quickly when covered with wet salt. This salt if not dissolved, is little affected by oil or by any solution or solvent containing oil, and will continue to absorb moisture even when saturated with oil. It is, however, readily dissolved in water or in solutions containing water. The proper method of cleaning, therefore, is to dissolve all of this salt from the bore surfaces, cracks, and tool marks, (gas system of gas operated weapons), with which it comes into contact, by using water or solutions containing water, then to dry these parts thoroughly, and finally to protect these parts and surfaces with a film of oil or grease.

(*c*) Boiling or hot water containing issue soap, or sal soda solution, should be used for cleaning the bore and also the gas system of gas-operated weapons. The water should be kept as near the boiling point as possible. For weapons that can be cleaned from the breech, the hot water should be pumped (not poured) back and forth through the bore, for about 1 minute, with a cleaning rod with flannel patch inserted through the slotted end. While the bore is wet a brass or bronze wire brush should be run through the bore, all the way through, then all the way back, three or four times. Water should then again be pumped through the bore. For weapons that are cleaned from the muzzle, the same procedure should be followed except that the bore should be swabbed with flannel patches saturated with the hot-water solution, instead of pumping the hot water through the bore. The hot water causes the barrel to expand, thereby opening the cracks and tool marks so that the primer salt may be more readily dissolved.

(*d*) Special care should be exercised in cleaning after tracer ammunition has been fired. Tracer ammunition (caliber .30 M1, and caliber .50, M1) contains a bullet a portion of the interior of which is filled with an inflammable substance which is ignited by the propellent powder when the cartridge is fired. The combustion of the tracer substance results in the deposit of a residue known as barium oxide. This fouling appears in patches of white flaky deposits on the surface of the bore. It is not soluble in cold water, but is readily dissolved in hot water at a temperature of not less than 176° F. Therefore, the method for cleaning for tracer ammunition is the same as prescribed in paragraph 1 (*c*) above, provided the temperature of the water is kept near the boiling point. The barrels should be cleaned as soon as practicable after firing as the tracer fouling hardens very quickly, making it more difficult to remove. The standard metal fouling solution will remove the tracer fouling by the same method used for removing metal fouling.

(*e*) *All small arms will be thoroughly cleaned and protected with oil or grease as soon as practicable after being fired and never later than the evening of the day on which they are fired.* Thereafter they must be wiped out and reoiled or regreased each day for the next three succeeding days at least.

(*f*) The detailed methods of care and cleaning of small arms shall be in accordance with the provisions of War Department Training Regulations, Technical Regulations, and Basic Field Manuals, pertaining to the particular weapon concerned. The metal fouling solution mentioned in these regulations has been withdrawn from general service use. When ammunition containing bullets jacketed with copper (gilding metal) is used, the ammonia swabbing solution will suffice to remove the slight thin plating of copper on the surface of the bore which sometimes occurs with such amunition.

(2) **Care, cleaning, and inspection of small arms while on rifle ranges.**—(*a*) Range officers are responsible that the weapons in the hands of personnel on the range for range firing are properly cleaned and protected; except that when range firing is conducted under the control of an organization commander he will be responsible for the care, cleaning, and protection of the weapons while the organization is on the range. A noncommissioned officer will always be placed in charge of the cleaning of weapons at the cleaning racks. The majority of barrels that are damaged due to pitting (rust) in the bore is a result of neglect in care and cleaning after the weapons have been fired.

Range officers shall hold daily inspections of the weapons in the hands of personnel on the range to insure that they are properly and thoroughly cleaned from day to day during the period of range firing. The attention of range officers is invited to the necessity of changing the water daily in the hot-water containers. When the water becomes saturated with primer salt it will have little or no effect in cleaning the primer fouling from the bore. Experience shows that 5 gallons of water will clean the bores of approximately 50 rifles.

(*b*) All rifles shall be checked for head space before they are fired.

(3) **Care, cleaning, and inspection of small arms in the barracks and in the field.**—(*a*) Care and cleaning includes the ordinary care of small arms to preserve their condition and appearance. Damp air and sweaty hands are great promoters of rust; therefore, small arms should be cleaned and protected after every drill. Special precautions are necessary when weapons have been used on rainy days and after tours of guard duty. After cleaning and protecting weapons with a film of grease or oil they should be placed in racks, storerooms, etc., without any covering whatever. The use of canvass or similar covers is prohibited, as they collect moisture and rust the metal parts. When barracks or storerooms are being cleaned weapons may be covered to protect them from dust.

(*b*) The use of emery paper, steel wool, or any other polishing or abrasive material in cleaning weapons is forbidden.

(*c*) Regular inspections of the weapons in the hands of personnel shall be made to insure that they are clean and protected with a film of grease or oil at all times. Particular attention is invited to the necessity of frequently inspecting the arms of men on special duty who are not required to be present for routine inspections. These arms shall be inspected at least once a week. Should an inspection indicate that a weapon has been neglected while in the hands of the individual to whom issued, a board of survey will be ordered to fix the responsibility.

(*d*) At all inspections, unless otherwise explicitly ordered, weapons shall be cleaned, the bores protected with a film of oil or grease, and the mechanisms lubricated with oil. When it is desired to inspect weapons minutely the grease and oil may be removed from them; but in such cases the grease and oil will be applied again immediately after the inspection and a specific time will be allotted for this purpose.

(4) **Small arms not in the hands of personnel.**—The responsibility for care, cleaning, preservation, and the preparation for storage or shipment of small arms not in the hands of personnel rests upon the responsible and accountable officers. The bores shall be thoroughly cleaned and inspected to insure that all fouling has been removed

and immediately following that the weapons shall be protected with grease or oil before they are stored or shipped.

(5) **Care and preservation of rifle, pistol, and other stocks.**—(*a*) The bleaching, scraping, or otherwise removing the oil filler in rifle, pistol and other stocks is prohibited. These stocks are prepared from wood that has been aged for years, and are oil filled to prevent the access of moisture. Removal of this oil will eventually cause warpage, cracks, or other deterioration. *Stocks shall not be removed from rifles except when necessary for repairs, or to inspect the recoil block of a cracked stock and then only by a qualified armorer.* Ordinarily the stock and hand guard need only be wiped dry and then wiped with an oily rag. About once a month or oftener, and always after the stock and forearm have become wet with water or perspiration, they should be thoroughly rubbed with a little linseed oil in the palm of the hand. The linseed oil should be rubbed in until dry.

(*b*) Rifles when issued from storage are normally found completely coated with heavy grease. Grease may be removed by the use of gasoline or kerosene, as may be convenient, or may be wiped from the part with a cloth. In all cases where gasoline or kerosene is used for cleaning purposes, care should be taken to see that they are completely removed from the parts by wiping, washing with soap and water, and drying. Under no circumstances should the assembled rifle be immersed in or saturated with gasoline or kerosene. These agents should be used sparingly and should not be allowed to soak into the stock. The stock, when manufactured, is dipped in linseed oil to the point of saturation. Gasoline, kerosene, and like preparations, will remove the linseed oil and allow the stock to absorb moisture, which causes warping and consequent inaccuracy.

(*c*) The use of any preparations other than issue linseed oil (raw), on rifle, pistol and other stocks and hand guards, is prohibited.

### RIFLES TO BE USED IN FIRING RIFLE GRENADES

### 5–68

(1) The firing of all types of rifle grenades, including chemical grenades, with the United States Rifle, Caliber .30, M–1, is prohibited.

(2) Any United States Rifle, Caliber .30, M–1903, now in the service may be used to fire the VB type of grenade with either .30 caliber ammunition of the ball service type or .30 caliber ammunition of the wooden bullet type.

(3) United States Rifles, Caliber .30, M–1903, manufactured at Springfield Armory bearing serial numbers less than 800,000 and United States Rifles, Caliber .30, M–1903, manufactured at Rock Island Arsenal bearing serial numbers less than 285,507 will under no circumstances be used in firing rifle grenades which are fitted with a grenade rod and fired by means of a special blank cartridge manufactured for use therewith.

## *Section 4.—FIELD AND EXPEDITIONARY SERVICE*

### FLEET MARINE FORCE

### 5–71

(1) The term "Fleet Marine Force" shall be used as a general term to designate as a whole those organized units of the Marine Corps which are intended for overseas service with the fleet.

(2) When Marine Corps units are organized they will be given official designations by Headquarters.

(3) ~~Brigades~~ Divisions will be given a numerical designation and will preserve their Marine Corps identity by the insertion of the word "Marine" between the numeral and the name which is descriptive of the units, thus:

1st Marine ~~Brigade~~. Division
2d Marine ~~Brigade~~. Division

(4) Regiments will be given a numerical designation and will preserve their Marine Corps identity by the addition of the word "Marines" after the numeral, thus:

6th Marines.
10th Marines.
15th Marines.

In order to identify the type of regiment, numerals are allotted as follows:

(*a*) Numbers 1 to 9, inclusive, to Infantry Regiments.
(*b*) Numbers 10 to 14, inclusive, to Light Artillery Regiments.
(*c*) Numbers 15 to 18, inclusive, to Defense Artillery Regiments.

(5) Headquarters companies and service companies of organizations which have a numerical designation will be designated by the name descriptive of the unit and the organization which they serve, thus: Headquarters Company, 1st Marine ~~Brigade~~ Division; Service Company, 6th Marines.

(6) Companies and batteries, forming a part of a higher tactical unit such as a battalion or a regiment will be designated alphabetically. The alphabetical designation will be in accordance with the latest approved Marine Corps Tables of Organization, and utilized in the following manner:

| Infantry Regiment | Light Artillery Regiment | First (2d, 3d, 4th) Defense Battalion | Engineer Battalion |
|---|---|---|---|
| 1st Battalion<br>Company A (rifle).<br>Company B (rifle).<br>Company C (rifle).<br>Company D (machine gun).<br>2d Battalion<br>Company E (rifle).<br>Company F (rifle).<br>Company G (rifle).<br>Company H (machine gun).<br>3d Battalion<br>Company I (rifle).<br>Company K (rifle).<br>Company L (rifle).<br>Company M (machine gun). | 1st Battalion<br>Battery A.<br>Battery B.<br>Battery C.<br>2d Battalion<br>Battery D.<br>Battery E.<br>Battery F. | Headquarters and Service Battery.<br>Headquarters and Service Battery, 5-inch artillery.<br>Battery A, 5-inch artillery.<br>Battery B, 5-inch artillery.<br>Battery C, 5-inch artillery.<br>Headquarters and Service Battery, antiaircraft artillery.<br>Battery D, 3-inch antiaircraft artillery.<br>Battery E, 3-inch antiaircraft artillery.<br>Battery F, 3-inch antiaircraft artillery.<br>Battery G, searchlight and sound locator.<br>Battery H, .50 caliber antiaircraft machine gun.<br>Battery I, .30 caliber machine gun. | Company A.<br>Company B.<br>Company C. |

(7) Battalions and companies, composing division special troops, will be assigned numerals according to the division to which they belong, thus: 1st Engineer Battalion; 1st Signal Company; or, 2d Engineer Battalion; 2d Signal Company. [C. M. C. M. 1.]

(8) When a battalion is formed it will be assigned a regimental numerical designation regardless of whether the regimental Headquarters is formed at the time, thus: 1st Battalion, 7th Marines; 3d Battalion, 15th Marines; or it will be designated a separate battalion with a numerical designation, thus: 1st Separate Marine Infantry Battalion; 1st Separate Marine 155 mm. Gun Battalion.

(9) (*a*) Aircraft Squadrons, composed of Marine Aircraft, will be designated in accordance with Navy nomenclature.

(*b*) Aircraft Groups, composed of Marine Aircraft, will be numbered consecutively commencing with 1 and will be designated, thus:

1st Marine Aircraft Group.
2d Marine Aircraft Group.

## FIELD EQUIPMENT

### 5-72

(1) **Officers.**—The following is the field equipment required for officers of all ranks up to and including the rank of colonel:

(*a*) Automatic pistol, .45-caliber, 3 magazines, holster, lanyard, and 21 rounds of ammunition.
(*b*) Pistol belt, with suspenders and magazine carrier.
(*c*) First-aid package and pouch.
(*d*) Canteen, with cover and cup.
(*e*) Haversack, with knife, fork, and spoon.

(*f*) Field glasses.
(*g*) Whistle.
(*h*) Poncho.
(*i*) Flashlight, electric.
(*j*) Wrist watch, with luminous dial.
(*k*) Compass, with luminous dial.
(*l*) Dispatch case.
(*m*) Clothing roll.
(*n*) Bedding roll, less mattress.
(*o*) Trunk locker. (Field officers, 2 trunk lockers.)
(*p*) Identification tags, when prescribed.
(*q*) Gas mask, when prescribed.
(*r*) Steel helmet, when prescribed. [C. M. C. M. 3.]

(2) The above items, except (*j*) and (*o*) may be obtained from the Quartermaster Department upon memorandum receipt; articles (*j*) and (*o*) may be purchased from the Quartermaster Department. [C. M. C. M. 3.]

(3) **Books.**—Officers and organizations ordered on expeditionary duty shall take with them the books and other publications prescribed in current Equipment and Tonnage Tables for Expeditionary Organizations, U. S. M. C.

(4) **Baggage.**—The following allowance of baggage for officers is prescribed and will not be exceeded: All officers—bedding roll and clothing roll; mounted officers, in addition, horse equipment. Brigade commander—three steamer trunks. Field officers—two steamer trunks. Company officers—one steamer trunk. No trunk shall be taken the cubic content of which is more than that of the enlisted man's trunk locker, the outside (over-all) dimensions of which are 13¾ inches high, 21¾ inches wide, and 35 inches long. Officers who have the standard Army trunk (dimensions 14 inches high, 17 inches wide, and 31 inches long) may keep and use this trunk rather than the Marine Corps trunk locker.

(5) **Enlisted men; for foreign tropical expeditionary duty.**—When orders are received to transfer detachments to foreign tropical expeditionary service, it shall be the duty of the commanding officer, company, or detachment commander to personally satisfy himself that each man to be so transferred is supplied prior to transfer with all articles of equipment specified in article 17–104, and that each article is in good and serviceable condition, issues being made to replace worn-out or damaged articles. He will also see that each man is supplied with a clothing bag, and the necessary toilet articles, including toilet and washing soap.

(6) **Overcoats.**—Companies and detachments will leave the posts in complete field uniform and fully equipped. Overcoats will always be taken, being worn when the weather requires. While abroad, especially in the Tropics, overcoats will accompany the men wherever

they are serving, this being required in order that they may have overcoats when ordered to the United States.

(7) **Field hats.**—At posts within the United States at which the cap is prescribed as the uniform in lieu of the field hat, enlisted men will not be required to have field hats in their possession and post quartermasters will not be required to keep field hats on hand in stock. In the event of mobilization, the necessary field hats to complete uniform equipment of personnel will be issued at the point of mobilization.

(8) **Flannel shirts.**—Officers commanding detachments in the tropics will, before the men are transferred to the United States, see that they are properly supplied with a sufficient number of flannel shirts to assure their warmth and comfort upon their arrival in the United States during cold weather.

(9) The men will carry with them in their clothing bags, so far as may be practicable, all their clothing and personal effects.

(10) Should any clothing be left at posts, it will be packed in accordance with instructions contained in article 4–18.

(11) Each company will take its company typewriter and desk.

(12) In the field such quantity of straw or hay for the bedding of troops is authorized as the commanding officer may deem necessary to preserve the health of the troops.

(13) **Tentage.**—The allowance of tentage and paulins for expeditionary forces will be published in Marine Corps Orders and equipment tables.

### OFFICERS OF QUARTERMASTER'S DEPARTMENT

### 5–73

(1) When an expeditionary force consists of at least a battalion of three companies or more, an officer of the Quartermaster's Department will, when practicable, be attached for duty with the organization. A line officer below the grade of captain will usually be detailed for duty as acting quartermaster with expeditionary forces of less than three companies.

(2) When a brigade of marines is ordered to field service or expeditionary service, officers of the Quartermaster's Department will, when practicable, be ordered as brigade and depot quartermasters. If practicable a regimental quartermaster will be provided for each regiment from the officers of the Quartermaster's Department. The senior officer of the Quartermaster's Department on duty with the expedition shall be the brigade quartermaster. Ordinarily the depot quartermaster will act as brigade commissary, but another officer will be separately detailed if the conditions of the service demand.

### 5–74 to 6–0

## Chapter 6

# PROMOTION AND REDUCTION

Section 1. Articles 6–1 to 6–5. Officers.
Section 2. Articles 6–21 to 7–0. Enlisted Men.

### *Section 1.—OFFICERS*

### EXAMINATION FOR PROMOTION

### 6–1

(1) **Procedure.**—Under provisions of existing law, examinations for promotion of commissioned officers of the Marine Corps are conducted in like manner and under the same relative conditions in all respects as provided for commissioned officers of the line of the Navy, except as may be necessary to adapt said provisions to the Marine Corps. Examining boards for the examination for promotion of officers of the Marine Corps shall be governed by the procedure laid down by Naval Courts and Boards.

(2) **General provisions.**—(*a*) Examinations will be graded for the different promotions, those for the higher ones being of a more advanced nature. In general, the examination for line officers shall comprise the knowledge required of a commander of appropriate units plus a proportionate addition of other weapons, services, or arms. The following are considered appropriate units for the various grades:

| | |
|---|---|
| Second lieutenant to first lieutenant | The rifle company. |
| First lieutenant to captain | The infantry battalion. |
| Captain to major | The infantry regiment. |
| Major to lieutenant colonel | The infantry brigade. |
| Lieutenant colonel to colonel | The infantry division (or corresponding unit of the Fleet Marine Force). |

(*b*) New subjects will be included in the examinations when their development and service knowledge warrant.

(*c*) A very intimate knowledge of the United States Navy Regulations relating to the subject under examination is required.

(*d*) All examinations shall be practical in nature. In marking examinations, the boards will consider how officers have profited by their observations and experience in their duties in relation to the professional subjects in which they are being examined.

(*e*) The scope of the examination in aviation will be enlarged and extended as officers have further opportunities to develop their knowledge of this subject so that they may show the examining board that they are keeping abreast of the times and the development of this subject. Flight knowledge will not be required except from flying officers.

(*f*) Officers of the rank of captain and above who are serving on regular details of 4 years in the Quartermaster's or Paymaster's Department, and who have so served for the 6 preceding years, may, if they so elect and inform the Major General Commandant, be examined for promotion in the subjects herein provided for officers of corresponding rank of the Quartermaster's or Paymaster's Department instead of the examination provided for officers of the line.

(*g*) Line officers assigned to staff duty only may take either the examinations prescribed for officers of the line or the examinations prescribed for corresponding ranks in the staff departments to which assigned during a period of 3 years following their assignment for staff duty only, if they so elect and inform the Major General Commandant. Upon examination for promotion 3 years or more after assignment for staff duty only, such officers will take the examinations prescribed for their staff department.

(3) **Outline of examination.**—The following outline of examinations for officers of the Marine Corps is prescribed:

(*a*) To GRADE OF COLONEL (LINE):

1. *Strategy and tactics.*—A practical problem involving appropriate units in one of the following situations: Reconnaissance; security; landing operations; advance base defense; military occupation in a small war; domestic disturbances; attack; defense. The employment of aviation, artillery, chemical warfare units, communications, or other appropriate related subjects, may be included. The requirement(s) may be one (or more) of the following: Decision; estimate of the situation; formulation of orders; actions actually taken; orders as actually issued. Disposition and movement of forces may be required to be shown on a map.

2. *International law.*—Practical situations, action taken, and reasons. Questions dealing with the following subjects may be expected: Neutrality; blockade; war; treaties; policies; contraband; sovereignty; insurgency.

3. *Aviation.*—Organization, aircraft designations, markings, mission and requirements of different types, scouting, tactics, communication with ground troops.

(*b*) To GRADE OF LIEUTENANT COLONEL (LINE):

1. *Command and Administration.*—Duties of commanding officers in the handling and administration of appropriate units in barracks,

post, or camp; Navy Regulations and customs of the service; a general knowledge of the organization and weapons of appropriate units.

2. *Military law.*—This may be included in "1." Duties of commanding officer as regards discipline, punishments, courts and boards, honors, salutes, etc.

3. *International law.*—Practical situations, action taken, and reasons. Questions dealing with the following subjects may be expected: Neutrality; blockade; war; treaties; policies; contraband; sovereignty; insurgency.

4. *Strategy and tactics.*—A practical problem involving appropriate units in one of the following situations: Reconnaissance; security; landing operations; advance base defense; military occupation in a small war; domestic disturbances; attack; defense. The employment of aviation; artillery; chemical warfare units, communications, or other appropriate related subjects, may be included. The requirement(s) may be one (or more) of the following: Decision; estimate of the situation; formulation of orders; actions actually taken; orders as actually issued. Disposition and movement of forces may be required to be shown on a map.

5. *Aviation.*—Organization, aircraft designations, markings; mission and requirements of different types, scouting, tactics, communication with ground troops.

(*c*) TO GRADE OF MAJOR (LINE):

1. *Command and administration.*—Duties of commanding officers in the handling of and administration of appropriate units in barracks, post, or camp; Navy Regulations; customs of the service; intercourse with foreign and United States officials, both civil and military; a general knowledge of the organization and weapons of appropriate units.

2. *Military law.*—Duties of commanding officer as regards discipline, and administration of justice; president of general court martial; senior officer of other courts or boards; questions of precedence; procedure in dealing with foreign and United States officials, both civil and military; punishments; duties of a judge advocate of courts; limitations and duties of courts and boards.

3. *International law.*— Practical situations, action taken and reasons. Questions dealing with the following subjects may be expected: Neutrality; blockade; war; treaties; policies; contraband; sovereignty; insurgency.

4. *Strategy and tactics (combat principles).*—Development of offensive combat; combat principles of the rifle company, machine-gun company, howitzer platoon, infantry battalion, infantry regiment, the service company of the infantry regiment.

5. *Strategy and tactics (practical).*—A practical problem involving an appropriate unit in one of the following situations: Reconnaissance; security; landing operation; small war; defense of a base; domestic disturbances; attack; defense. The employment of artillery,

communications, or other related subject may be included. The requirement(s) may be one (or more) of the following: Decisions; estimate of the situation; formulation of orders; actions actually taken; orders as actually issued. Disposition of and movement of forces may be required to be shown on a map.

6. *Aviation.*—Organization; designations and markings; mission and requirements of different types; scouting, tactics, communication with ground troops.

7. *Map and aerial photograph reading.*—Maps, distances; direction, the compass; location, military grid; orientation; elevation, relief, contours; slope, profile visibility; aerial photographs and mosaics, topographical interpretation; scale, distance, elevation; direction, orientation; restitution of aerial photographs.

8. *Military sketching.*—Conventional signs; general symbols; special military symbols; symbols for aerial navigation maps. Map making; military maps and sketching; features of military value; sketching equipment and instruments, field work; instruction of units; training.

9. *Ordnance and gunnery.*—Division artillery; artillery missions; weapons and ammunition; organization and command; reconnaissance and selection of positions; artillery fire; employment in combat. Gas warfare and gas warfare defense.

10. *Field fortification.*—Principles of field fortifications; organization of the ground; infantry disposition for defense; combat groups, strong points, centers of resistance; line of resistance, support line, battalion reserve line, regimental reserve line, battle, reserve and switch positions, machine gun plans, defensive works. The requirement may be practical work to be plotted on a map. The examination will stress an appreciation of terrain in its relation to weapons in the defense.

(*d*) TO GRADE OF CAPTAIN (LINE):

1. *Command and administration.*—Duties of commanding officers in the handling and administration of appropriate units in barracks, post, or camp; Navy Regulations, customs of the service; intercourse with United States officials, both civil and military; a general knowledge of the organization and weapons of appropriate units.

2. *Military law.*—Duties of commanding officer as regards discipline and administration of justice; judge advocate of courts; senior officer, member and recorder of courts and boards; punishments; limitations and duties of courts and boards.

3. *International law.*—Rules of land warfare; basic rules and principles; qualifications of armed forces of belligerents; hostilities; commencement of hostilities; conduct of hostilities; prisoners of war; sick, wounded, and dead; espionage and treason; intercourse between belligerents; military passports, safe conducts, safeguards, and cartels; capitulations and armistices; military occupation and government of enemy territory; penalties for violations of laws of war; neutrality.

4. *Strategy and tactics (combat principles).*—Combat principles of the rifle squad, section, platoon, company, and the infantry battalion; development of offensive combat; communication between aviaton and ground troops.

5. *Strategy and tactics (practical).*—A practical problem involving an appropriate unit in one of the following situations: Landing operations; small war; reconnaissance; attack; defense; security. The requirement(s) may be one (or more) of the following: Decision; estimate of the situation; formulation of orders; actions actually taken; orders as actually issued. Disposition and movement of forces may be required to be shown on a map.

6. *Aviation.*—Same as to grade of major.

7. *Map and aerial photograph reading.*—Same as to grade of major.

8. *Military sketching.*—Same as to grade of major.

9. *Ordnance and gunnery.*—Service explosives; recoil and recoil brakes; naval rifled guns; naval gun mounts; breech mechanisms; naval gun sights; firing attachments and gas expelling devices; projectiles; antiaircraft guns.

(*e*) TO GRADE OF FIRST LIEUTENANT (LINE):

1. *Command and administration.*—Duties of commanding officers in the handling and administration of appropriate units in barracks, post, or camp; Navy Regulations, and customs of the service; intercourse with United States officials, both civil and military; a general knowledge of the organization and weapons of appropriate units. During the examination, the candidate shall have full access to the necessary current publications in order that he may use them for reference.

2. *Military law.*—Duties of commanding officer as regards discipline and administration of justice; judge advocate of courts; senior officer, member and recorder of courts and boards; punishments; limitations and duties of courts and boards. During the examination, the candidate shall have full access to the necessary current publications in order that he may use them for reference.

3. *Interior guard duty.*—The organization, routine, orders and instructions applying to interior guards; regulations pertaining to the performance of interior guard duty.

4. *Drill.*—The regulations governing drill of rifle units (individual, squad, platoon, company) in both close and extended order.

5. *Basic weapons.*—The Rifle Company: Rifle marksmanship, automatic-rifle marksmanship, automatic-pistol marksmanship, instruction with the bayonet, instruction with the hand and rifle grenades, and ~~musketry~~. technique [illegible]

The Machine Gun Company: Mechanical training with the machine gun, cal. .30, M–1917, machine gun marksmanship, and direct laying.

The Antitank Platoon: Mechanical training and marksmanship with the 37-mm. gun.

The 81-mm. Mortar Platoon: Mechanical training and marksmanship with the 81-mm. mortar.

Combat Practice Firing, with foregoing weapons.

Fire Control Instruments, for .30 cal. machine gun, 37-mm. antitank gun, and 81-mm. mortar.

Antiaircraft marksmanship: Rifle and automatic rifle.

The VB Rifle Grenade, Mark I.

6. *Military field engineering.*—Defensive measures, including camouflage, field fortifications, explosives and demolitions.

7. *Boats.*—Boats in general, boat gear and equipment; lifeboats; boat drills and exercises; duties of crew; boat etiquette.

8. *Signals.*—Signal flags, pennants, signs, their meaning and use; the semaphore code.

9. *Ordnance and gunnery.*—Service explosives; recoil and recoil brakes; naval rifled guns; naval gun mounts; breech mechanisms; naval gun sights; firing attachments and gas-expelling devices; projectiles; antiaircraft guns.

10. *Military topography.*—Military sketching: Conventional signs; general symbols; special military symbols; symbols for aerial navigation maps; map making; military maps and sketching; features of military value; sketching equipment and instruments, field work; instruction of units; training. Map and aerial photograph reading: Maps, distances; direction; the compass; location; military grid; orientation; elevation, relief, contours; slope, profile visibility; aerial photographs and mosaics; topographical interpretation; scale, distance, elevation; direction, orientation; restitution of aerial photographs.

11. *Aviation.*—Organization; designations, markings, mission and requirements of different types; scouting, tactics, communication with ground troops.

12. *International Law.*—Rules of Land Warfare; basic rules and principles; qualifications of armed forces of belligerents; hostilities; commencement of hostilities; conduct of hostilities; prisoners of war; sick, wounded, and dead; espionage and treason; intercourse between belligerents; military passports, safe conducts, safeguards, and cartels; capitulations and armistices; military occupation and government of enemy territory; penalties for violations of the laws of war; neutrality.

13. *Strategy and tactics.*—Combat principles of the rifle squad, platoon, company and the infantry battalion; development of offensive combat; communication between aviation and ground troops. A practical problem involving an appropriate unit in one of the following situations: Landing operations; small war; reconnaissance; attack; defense; security. The requirement(s) may be one (or more) of the following: Decision; estimate of the situation; formulation of orders; actions actually taken; orders as actually issued. Disposition and movement of forces may be required to be shown on a map.

(*f*) TO GRADES OF COLONEL, LIEUTENANT COLONEL, AND MAJOR, QUARTERMASTER'S DEPARTMENT.—1. *General administration and organization.*—Duties of quartermasters in the administration of appropriate units in barracks, posts, or camp; Navy Regulations and customs of the service; a general knowledge of the organization and transportation of appropriate units.

2. *Military law.*—President of general court martial; senior officer of other courts or boards; questions of precedence; procedure in dealing with foreign and United States officials, both military and civil; punishments; duties of a judge advocate of courts; senior member of summary court martial and boards; limitations and duties of courts and boards.

3. *International law.*—Practical situations, actions taken and reasons. Questions dealing with the following subjects may be expected: Neutrality; blockade; war; treaties; policies; contraband; sovereignty; insurgency.

4. *Strategy and tactics.*—A practical administrative problem involving the supply and administration of an appropriate unit in one of the following situations: Reconnaissance; security; landing operations; advance base defense; military occupation in a small war; attack; defense.

5. *Administration of the Quartermaster's Department.*—Laws, regulations, and orders.

(*g*) TO GRADES OF COLONEL, LIEUTENANT COLONEL, AND MAJOR, PAYMASTER'S DEPARTMENT.—1. *General administration and organization.*—Duties of a paymaster of an appropriate unit in barracks, posts, or camp; Navy Regulations and customs of the service; a general knowledge of the organization of appropriate units.

2. Military law.—Same as for officers of the Quartermaster's Department.

3. *International law.*—Same as for officers of the Quartermaster's Department.

4. *Staff principles and functions.*—Duties of executive, technical, and administrative staff officers.

5. *Administration of Paymaster's Department.*—Laws, regulations, and orders.

### EXEMPTIONS

### 6–2

(1) **Strategy and tactics.**—Certificates of graduation or diplomas from the Naval War College and the Army War College, and from other service schools as indicated below, will be accepted as evidence of qualification in strategy and tactics in examination for promotion, except that if a candidate for promotion has been found by a naval examining board markedly deficient in his written examination, his record or both, the board may then examine him in the subject of

strategy and tactics regardless of the fact that he holds a certificate of graduation or diploma from such schools:

(*a*) For promotion to the grades of lieutenant colonel and colonel.—Certificates of graduation or diplomas from the senior course, Marine Corps Schools, or its equivalent.

(*b*) For promotion to the grade of major.—Certificates of graduation or diplomas from the junior or senior courses, Marine Corps Schools, or their equivalent.

(*c*) For promotion to the grades of first lieutenant and captain.—Certificates of graduation or diplomas from the basic or junior courses; Marine Corps Schools, or their equivalent.

(2) The service schools or courses which are equivalent to the junior and senior courses of the Marine Corps Schools are as follows:

(*a*) Equivalent to the senior course, Marine Corps Schools.—
Field Officers' Course, Marine Corps Schools.
Advanced Course, Army Infantry School.
Advanced Course, Army Field Artillery School.
Air Corps Tactical School, United States Army.
Command and General Staff School, United States Army.

(*b*) Equivalent to the junior course, Marine Corps Schools.—
Company Officers' Course, Marine Corps Schools.
Base Defense Weapons Course, Marine Corps Schools.
Army Infantry School.
Army Field Artillery School.
Army Coast Artillery School.
Army Signal School.
Army Engineer School.
Army Tank School.
Army Cavalry School.

(3) Duty as instructor during a full year's term at the Marine Corps Schools will be accepted as evidence of qualification in the subject of strategy and tactics under the same conditions as a certificate of graduation.

(4) **International law.**—Except in cases of examination for promotion to the grades of lieutenant colonel and colonel, certificates of satisfactory completion of the Naval War College correspondence course in international law and certificates of graduation or diplomas from the senior (field officers') course or junior (company officers') course, Marine Corps Schools, will be accepted as evidence of qualification in international law, except that if a candidate for promotion has been found by a naval examining board markedly deficient in his written examination, record, or both, the board may examine him in the subject of international law regardless of the fact that he has completed the correspondence course in that subject or holds a certificate of graduation or diploma from the Marine Corps Schools mentioned.

## PROMOTION FROM WARRANT TO COMMISSIONED WARRANT RANK

### 6–3

(1) **Eligibility.**—Warrant officers become eligible for promotion to commissioned warrant rank upon completion of six years' service from date of warrant. In computing this period of service, all prior commissioned or warrant service on the active list of the Marine Corps or Marine Corps Reserve may be counted.

(2) **Examination.**—The examination of candidates for promotion to all commissioned warrant ranks will consist of a physical, mental, moral, and professional examination. Where the subject of administration is included in the scope of the professional examination and when so specified by the examining board (except as otherwise directed in this article), the candidate's familiarity with current publications may be tested by written questions, in the solution of which he may refer to such current publications. These questions may constitute all or any part of the examination in administration and shall be plainly marked to indicate that access to publications is allowed. The correctness of the answers and the time consumed in completing them shall determine the mark for this portion of the examination. The professional examination will cover the following subjects:

(*a*) FOR CHIEF MARINE GUNNER (GENERAL DUTY):

1. A detailed practical and theoretical examination in subjects 4, 5, 6, and 7, specified in article 2–21 (3) (a), for marine gunner.

(*b*) FOR CHIEF MARINE GUNNER (ARTILLERY):

1. A detailed practical and theoretical examination in subjects 4, 5, 6, and 7, specified in article 2–21 (3) (b), for marine gunner.

(*c*) FOR CHIEF MARINE GUNNER (AVIATION):

1. A detailed practical and theoretical examination in subjects 4, 5, 6, and 7, specified in article 2–21 (3) (c), for marine gunner.

(*d*) FOR CHIEF MARINE GUNNER (COMMUNICATIONS):

1. A detailed practical and theoretical examination in subjects 4, 5, 6, and 7, specified in article 2–21 (3) (d), for marine gunner.

(*e*) FOR CHIEF MARINE GUNNER (MOTOR TRANSPORT):

1. A detailed practical and theoretical examination in subjects 4, 5, 6, and 7, specified in article 2–21 (3) (e), for marine gunner.

(*f*) FOR CHIEF QUARTERMASTER CLERK (QUARTERMASTER'S DEPARTMENT).—

1. Administration (chs. 14 to 23 and 31, Marine Corps Manual and Marine Corps Orders and circular letters).

(*g*) FOR CHIEF QUARTERMASTER'S CLERK (ADJUTANT AND INSPECTOR'S DEPARTMENT).

1. Accounting. The candidate to be required to analyze a moderately complex post exchange balance sheet.

2. Administration. As required for appointment to the warrant rank of Quartermaster Clerk (Adjutant and Inspector's Department) in article 2–21 (3) (c), except that publications may not be used.
3. Military Law (practical). Use of Naval Courts and Boards permitted.

(*h*) FOR CHIEF PAY CLERK.—

1. Administration (chs. 22 to 31, Marine Corps Manual and Marine Corps Orders and circular letters).

### OFFICERS HOLDING REVOCABLE COMMISSIONS

### 6–4

(1) **Revocation of commission.**—(*a*) At any time prior to the completion of 7 years' continuous commissioned service, the Secretary of the Navy may revoke the commission of any officer initially appointed subsequent to June 23, 1938, whose conduct or performance of duty is such as not to justify his retention as an officer of the Marine Corps; or whose retention as an officer is not justified for other good and sufficient reasons appearing to the satisfaction of the Secretary of the Navy; and each officer whose commission is so revoked shall be discharged from the naval service.

(*b*) The marriage of any second lieutenant during a period of 2 years from the date of his original commission will be considered cause for the revocation of such commission.

(*c*) In case the revocation of an officer's commission is recommended by his commanding officer or higher naval authority, such recommendation shall be accompanied by a complete statement of facts, together with such statement as the officer concerned may desire to make with respect thereto.

(*d*) No officer discharged by reason of revocation of commission during a period of probation shall receive advance pay or allowances upon such discharge.

(*e*) Nothing in these regulations shall be construed as precluding the trial of an officer by court martial in the case of misconduct of such nature as to warrant such action.

(2) **Determination of rank among themselves of officers appointed from sources other than naval academy.**—(*a*) The rank among themselves of officers of the Marine Corps appointed from sources other than the United States Naval Academy with the same date of commission, shall be determined on promotion to first lieutenant in accordance with their relative standing upon examinations conducted by the Naval Examining Board, Marine Corps, whose recommendations shall be final when approved by the Secretary of the Navy.

(*b*) The examination will consist of (1) a consideration by the Naval Examining Board of the reports on fitness and other records bearing on the efficiency of the officers concerned, and (2) their professional examinations for promotion to the grade of first lieutenant, the weights of each to be assigned as follows, graded on a basis of 100:

| | |
|---|---|
| Reports on fitness, etc | 20 |
| Professional examination | 80 |

(*c*) The weights assigned to each subject for the purpose of this examination will be as follows:

| | |
|---|---|
| Command and administration | 10 |
| Interior guard duty | 5 |
| Drill | 10 |
| Basic weapons | 20 |
| Military field engineering | 10 |
| Military law | 10 |
| Boats | 3 |
| Military topography | 10 |
| Ordnance and gunnery | 10 |
| Signals | 2 |
| Aviation | 5 |
| International law | 5 |
| Total | 100 |

(3) The Naval Examining Board will prepare for the approval of the Secretary of the Navy lists showing the relative rank of these officers as recommended by the board in accordance with the provisions of this article.

### EXAMINING BOARDS

### 6–5

(1) The examinations for promotion of officers of the Marine Corps will, in general, be conducted by the Naval Examining Board, Headquarters, Marine Corps, Washington, D. C., through Supervisory Boards.

(2) Supervisory Boards will be appointed as authorized by the Secretary of the Navy and in accordance with the instructions contained in Naval Courts and Boards.

(3) In conducting the examinations for promotion of officers of the Marine Corps, Supervisory Boards will be governed by the procedure prescribed by Naval Courts and Boards and the instructions of the Naval Examining Board.

(4) In the examination for promotion a candidate will be furnished only such number of questions or be required to conduct such practical exercises as he may be able to answer or complete before a recess or adjournment is taken. Examinations shall continue from day to day, Sundays and holidays excepted, until completed.

(5) As soon as practicable after the completion of the examination all papers will be forwarded by the Supervisory Board direct to the Naval Examining Board, Headquarters, Marine Corps, Washington, D. C.

## *Section 2.—ENLISTED MEN*

### APPOINTMENT TO THE NAVAL ACADEMY

### 6–21

(1) **Congressional appointments.**—An enlisted man who receives a principal or alternate appointment to the Naval Academy or to the Military Academy from a Senator or Representative in Congress, or has an application approved by the Commandant of the Coast Guard for an examination for appointment to the Coast Guard Academy, New London, Conn., may apply to the Major General Commandant for assignment to the Naval Academy Preparatory School, Naval Training Station, Norfolk, Va., or for a furlough in order to prepare for the final examinations at his own expense. An enlisted man who receives a principal appointment to the Naval Academy or Military Academy from a Member of Congress may request discharge in order to prepare for the entrance examinations.

(2) **Eligibility.**—Enlisted men of the Marine Corps are eligible to take the entrance examinations for admission to the Naval Academy if they meet the requirements outlined in article D–6102, Bureau of Navigation Manual. The following instructions, contained in articles D–6102 to D–6107, Bureau of Navigation Manual, govern the assignment of enlisted men of the Marine Corps to the Naval Academy Preparatory School at Norfolk:

D–6102. *Appointment of enlisted men to Naval Academy—Entrance requirements.*—(1) The law authorizes the appointment to the Naval Academy each year of 100 midshipmen, to be selected as the result of a competitive examination given enlisted men of the Navy and Marine Corps * * *.

(2) In order to take the entrance examination to the Naval Academy a man must have the following qualifications:

(*a*) Be of officer caliber.

(*b*) Be a citizen of the United States.

(*c*) Have enlisted in the Navy or Marine Corps on or before July 1 of the year preceding that in which the examination is held.

(*d*) Have had nine months' sea duty in a ship in full commission by the date of his final transfer to the Naval Academy, where he is due to report by July 1 of the year in which the entrance examination is held.

(*e*) Be not less than 17 ~~16~~ nor more than 21 ~~20~~ years of age on April 1 of the year in which the examination is held.

(*f*) Have had two years in high school or an equivalent education, and have passed successfully at least two half-years of algebra and one half-year of geometry.

(*g*) Be able to pass the required physical examination.

(3) To be eligible to attend the Naval Academy Preparatory School, a man must have the additional qualification of being in such a status that he will have had nine months' sea duty in a ship in full commission before his final detachment in time to reach the school at Norfolk by November 1 of the year preceding that in which the entrance examination is held.

(4) The bureau desires that all enlisted men eligible under the law and having the required qualifications be given an opportunity to apply for appointment to the Naval Academy; however, commanding officers shall exercise the utmost care in selecting applicants whom they will nominate for appointments, so as to eliminate those who do not fully measure up to the requirements.

D-6103. *Procedure to be followed in the case of men eligible for the Naval Academy Preparatory School.*—(1) The following procedure shall be followed in the cases of all men coming within the purview of paragraph (3), D-6102:

(*a*) At least six weeks before the preliminary written examination (D-6104) commanding officers shall—

(1) Make a survey of all men eligible, and give them information concerning the requirements for entrance to the Naval Academy. (The requirement of a deposit of $100 should be known by each candidate. This is held out of the pay of candidates while at the Naval Academy Preparatory School.)

(2) Disseminate to these men information about the Naval Academy.

(3) Explain to them the procedure for entering the Naval Academy.

(4) Describe the amount and character of preparation required.

(5) Cause all those who are eligible and who desire to apply to fill out and submit Form N, Nav. 116.

(*b*) When the procedure in (*a*) (5) above has been carried out, a selection board shall be convened at each station and aboard each ship to examine applicants and select therefrom those who may be officer material. Where possible, this board shall consist of three line officers of or above the grade of lieutenant. The board shall interview the division officers, petty officers, and others under whom the applicant has served; shall personally interview each applicant concerning his education, his desire to become an officer, and any other matter which affects his character and qualifications for the Naval Academy; shall examine the enlistment record of each applicant and shall make a recommendation on each applicant to the commanding officer. Only men who have excellent records and who are believed to be suitable candidates for appointment to the Naval Academy and ultimate commissioning shall be recommended.

(c) Those applicants who are found to be suitable material by the selection board will be examined by a board of medical officers in strict accordance with the Manual of the Medical Department. Upon completion of the examination the Bureau of Medicine and Surgery Form Y will be forwarded, in duplicate, immediately to the Bureau of Medicine and Surgery for review. The fact of the examination and the date of forwarding the Form Y will be entered on the man's application card, Form N. Nav. 116, which will be returned to the commanding officer.

(*d*) The commanding officer shall review each case and nominate those whom he considers suitable, entering his action on Form N. Nav. 116. An applicant will be favorably recommended by the commanding officer only after a personal interview, in which he shall satisfy himself that the applicant is of officer caliber. As the recommendation of the board of medical officers is subject to review by the Bureau of Medicine and Surgery the commanding officer's decision will not be based on the findings of that board. Form N. Nav. 116 in the case of applicants whom the commanding officer does not nominate shall be filled out and forwarded immediately to the bureau. In the case of applicants whom the commanding officer does nominate, Form N. Nav. 116 will be retained for use by the examining board (article D-6104 (2)) in recording the results of the preliminary written examination. If the commanding officer disapproves an unfavorable report by the selection board, the applicant will take the physical examination prescribed in paragraph (*c*).

(*e*) An applicant who has been nominated by his commanding officer will be eligible to take the preliminary written examination sent out by the bureau. (Article D-6104.)

(2) Commanding officers shall make suitable provision for assisting nominees to review the subjects in which they will be examined and to make up work which they have not had.

D-6104. *Preliminary examination of men nominated for the Naval Academy Preparatory School.*—(1) The Bureau of Navigation will forward each year, in time to arrive at all ships and stations prior to September 1, a sufficient number of copies of a preliminary mental examination for use in selecting men for the

Naval Academy Preparatory School. Commanding officers will arrange to have all men nominated in accordance with article D-6103 take the preliminary examination on September 1 or on such other date as may be designated by the bureau.

(2) Commanding officers will appoint a board to consist, if practicable, of three Naval Academy graduates. The board will conduct the examination and grade the papers in accordance with the instructions forwarded therewith. Care shall be taken that the examination is not compromised. The results of this examination will be entered on Form N. Nav. 116.

(3) Completed Form N. Nav. 116 for all nominees shall be forwarded to the Bureau of Navigation upon completion of the preliminary examination, together with the original examination papers of all men examined.

(4) In addition to mailing this report, ships and stations outside the continental limits of the United States shall send the list of names by dispatch and give the final mark in each subject and the general classification test mark of each man examined.

D-6105. *Transfer of men to the Naval Academy Preparatory School.*—(1) Upon receipt of Form N. Nav. 116 and marked examination papers or of dispatch results, the bureau will direct the necessary transfers to the preparatory school.

D-6106. *Naval Academy Preparatory School.*—(1) To provide for intensive instruction of enlisted men selected to take the competitive examination for appointment to the Naval Academy, the bureau maintains a special school at the naval training station, Norfolk, Va.

(2) The course of instruction begins on November 1 of each year and continues until the date set for the beginning of the competitive examination. This instruction is such as to prepare the candidate for the entrance examination as described in the "Regulations governing the admission of candidates into the United States Naval Academy as midshipmen."

(3) On completion of the final competitive examination, the completed examination papers will be forwarded by the commanding officer of the training station to the Superintendent, United States Naval Academy, for marking.

(4) Men under instruction at this special school will be kept under military discipline, and required to observe the rules and regulations of the station, but all due consideration will be given to the purpose for which they are so assigned.

D-6107. *Procedure to be followed in the case of men not eligible for the preparatory school but eligible to take the entrance examinations.*—(1) The following procedure shall be followed in the case of those men coming within the purview of D-6102 (1) and (2), but who do not have the additional qualification given in D-6102 (3):

(*a*) During the first week in January of the year in which the entrance examination to the Naval Academy is to be held, commanding officers shall:

(1) Make a survey of all men eligible, and give them information concerning the requirements for entrance to the Naval Academy. (The requirement of a deposit of $100, upon admission to the Naval Academy, should be known by each candidate. The candidate should have this sum before being transferred to the Naval Academy.)

(2) Disseminate to these men information about the Naval Academy.

(3) Explain to them the procedure for entering the Naval Academy.

(4) Describe the amount and character of preparation required.

(5) Cause all those who are eligible and who desire to apply, to fill out and submit Form N. Nav. 116.

(*b*) When the procedure in (*a*) (5) above has been carried out, a selection board shall be convened at each station and aboard each ship to examine applicants and select therefrom those who may be officer material. Where possible, this board shall consist of three line officers of or above the grade of lieutenant. The board shall interview the division officers, petty officers, and others under whom the applicant has served; shall personally interview each applicant concerning his education, his desire to become an officer, and any other matter which affects his character and qualifications for the Naval Academy; shall examine the enlistment record of each applicant and shall make a recommendation on each applicant to the commanding officer. Only men who have excellent records and who are believed to be suitable candidates for appointment to the Naval Academy and ultimate commissioning shall be recommended.

(*c*) Those applicants who are found to be suitable material by the selection board will be examined by a board of medical officers in strict accordance with the Manual of the Medical Department. Upon the completion of the examination the Bureau of Medicine and Surgery Form Y will be forwarded, in duplicate, immediately to the Bureau of Medicine and Surgery for review. The fact of the examination and the date of forwarding the Form Y will be entered on the man's application card, Form N. Nav. 116, which will be returned to the commanding officer.

(*d*) The commanding officer shall review each case and nominate those whom he considers suitable, entering his action on Form N. Nav. 116. An applicant will be favorably recommended by the commanding officer only after a personal interview in which he shall satisfy himself that the applicant is of officer caliber. As the recommendation of the board of medical officers is subject to review by the Bureau of Medicine and Surgery the commanding officer's decision will not be based on the findings of that board.

(*e*) Form N. Nav. 116, in the case of all applicants, whether nominated or not, will be forwarded to the bureau.

(2) An applicant who has been nominated by his commanding officer, and whose nomination has been approved by the bureau, will be eligible to take the Naval Academy entrance examination.

(3) The entrance examination to the Naval Academy will be held under the supervision of examining boards on the third Wednesday in April. The candidates will take this examination on board ship, thereby not interrupting their sea service.

(4) Commanding officers will give all the help practicable in preparing for the entrance examination to the men that they nominate.

### AUTHORIZED ALLOWANCES

### 6-23

(1) The authorized allowances of noncommissioned officers for posts, stations, and organizations will be determined and announced by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(2) Unless otherwise directed by the Commandant of the Marine Corps, the authorized allowance of privates first class within a command shall not exceed 30 percent of the combined total of privates first class and privates in the authorized allowance of the command, except that this proportion of privates first class shall not exceed 60 percent in recruit depots, Marine Corps schools (staff), communication personnel, and the organized marine detachments of naval vessels. [C. M. C. M. 2.]

### EXAMINATION AND PROMOTION ROSTERS

### 6-24

(1) **Noncommissioned officers promotion board.**—A noncommissioned officers promotion board will meet at such time as may be directed

by the Commandant of the Marine Corps, at Headquarters Marine Corps, for the purpose of preparing rosters for promotion to the first and second pay grades. Promotions will be made from these rosters and by the Commandant of the Marine Corps. Information regarding boards will be issued to commanding officers by the Commandant of the Marine Corps whenever necessary. [C. M. C. M. 2 and 3.]

(2) (*a*) Recommendations for promotions contained in fitness reports will be used by promotion boards in preparing rosters of noncommissioned officers eligible for promotion to the first and second pay grades. For this reason reporting officers will exercise care in making recommendations so that only deserving noncommissioned officers will be considered.

(*b*) Recommendations for special duty warrants in the third pay grade will continue to be indicated on fitness reports rendered for men of the fourth pay grade, i. e., for staff sergeant (Commissary); staff sergeant (band); staff sergeant (CP); staff sergeant (barrage balloons); staff sergeant (photographer—FMF); staff sergeant (draftsman—FMF) etc.

(*c*) Recommendations and promotions will continue to be made on the basis of one pay grade at a time, unless otherwise directed by the Commandant of the Marine Corps. [C. M. C. M. 3.]

(3) **Examining board.**—In all cases of promotion of privates, privates first class, or noncommissioned officers, the commanding officer of marines shall convene a board to conduct the required examination except in the case of promotion to certain ranks where no examination is required. The local examining board shall consist, if practicable, of a field officer and two other officers. If not practicable to constitute the board as above, it shall consist of such officers as are locally available.

(4) A noncommissioned officer who has been placed on a promotion roster by the noncommissioned officers promotion board for appointment to a grade above that of sergeant will be examined at any time, prior to his promotion, in the prescribed subjects by a local board in cases where an examination by a local board is required, and a report will be made to the Commandant of the Marine Corps by his commanding officer stating whether or not he is qualified for promotion in accordance with the requirements of this article. [C. M. C. M. 2.]

(5) Names of noncommissioned officers placed on a promotion roster prepared by a noncommissioned officers promotion board will be removed therefrom only on authorization of the Commandant of the Marine Corps. [C. M. C. M. 2.]

(6) Any enlisted man who has qualified for promotion to the next higher grade as prescribed herein shall have an appropriate notation to this effect entered in his service-record book when closed for transfer and signed by the commanding officer, such entry to show the date of qualification for promotion. The entry shall be made under

the service-record book heading, "Other special qualifications." He shall then be placed on the promotion list at his new post in the seniority his date of qualification indicates. Promotion lists will be maintained in each organization for each rank. Such lists should only be large enough to meet the prospective requirements for a 6-month period.

(7) **Scope of examinations.**—Examinations for promotion shall be oral and practical, except where otherwise prescribed. Where the preparation of reports and returns is required as part of the examination, such reports and returns shall be prepared by the candidate.

(8) **Privates first class, corporals, sergeants, and platoon sergeants.**—Candidates for promotion to private first class, corporal, sergeant, and platoon sergeant shall be examined in the subjects prescribed for those ranks by the current Marine Corps Order governing the basic training of enlisted men. Reports of examination for promotion up to and including the rank of sergeant of the line need not be made to the Commandant of the Marine Corps. [C. M. C. M. 2.]

(9) **Staff sergeants and technical sergeants.**—Staff sergeants (clerical) for general duties and technical sergeants for duties other than specified elsewhere in the promotion section of the Manual, must have special technical qualifications, trades, or specialties. The local board will make a thorough inquiry into the candidate's proficiency in his trade or specialty before recommending him for promotion. These appointments will be made without examination.

(10) **First sergeants.**—First sergeants will be selected habitually from the list of platoon sergeants or staff sergeants (clerical). Leadership should be the outstanding characteristic of a first sergeant. He should be in fact as well as in name the first sergeant, capable of maintaining discipline, conducting drills and instructions, and handling the organization either in barracks or in the field. His clerical qualifications and duties should be given weight and importance, but placed secondary to the qualification of leadership. Candidates for promotion to first sergeant shall be examined by the local board in the reports and returns required of a company, and in their ability to conduct drills and instructions.

(11) **Gunnery sergeants.**—Gunnery sergeants will be appointed habitually from platoon sergeants. Candidates for promotion to gunnery sergeant must be well-qualified ordnance technicians. The local board will examine such candidates in their ordnance specialty and in the subjects prescribed for the rank of gunnery sergeant by the current Marine Corps Order governing the basic training of enlisted men.

(12) **Sergeants major, master gunnery sergeants, and master technical sergeants.**—Sergeants major, master gunnery sergeants, and master technical sergeants, except master technical sergeants (band), will be appointed habitually from first sergeants, gunnery sergeants, and technical sergeants, respectively. Appointments may be made with-

out examination. An applicant should have long and varied service, an excellent record, and the demonstrated ability to perform the required military and technical duties.

(13) **Privates first class, corporals, and sergeants (Communication Personnel).**—Candidates for promotion to private first class, corporal, and sergeant, Communication Personnel, shall be examined in the subjects prescribed for those ranks by the current Marine Corps Order governing the basic training of enlisted men. Candidates must have the technical qualifications and qualities of leadership appropriate to the next higher rank. The examination will be conducted by a local board, and will be oral and practical. No report of examination will be made to the Commandant of the Marine Corps. [C. M. C. M. 2.]

(14) **Staff sergeants, technical sergeants, and master technical sergeants (Communication Personnel).**—Staff sergeants, technical sergeants, and master technical sergeants of Communication Personnel will be promoted from sergeants, staff sergeants, and technical sergeants, respectively. They will be required to pass an examination conducted by Headquarters in the various phases of signal communication. The examination will include the following subjects: Electricity and magnetism; operating procedure; mathematics; field communications; radio theory or telephone theory. Men recommended for promotion to these grades must also have an excellent knowledge of the subjects enumerated in the current Marine Corps Order governing the basic training of enlisted men. [C. M. C. M. 2.]

(15) Omitted. [C. M. C. M. 2.]

(16) Omitted. [C. M. C. M. 2.]

(17) **Commissary branch.**—All examinations for personnel of the commissary branch will be conducted by local boards. Candidates for promotion in the commissary branch must have a knowledge of the subjects prescribed by the current Marine Corps Order governing the basic training of enlisted men for corresponding ranks in the line. Reports of examination for promotion up to and including the fourth pay grade need not be made to the Commandant of the Marine Corps. [C. M. C. M. 2 and 3.]

(18) **Assistant cook.**—(*a*) An assistant cook must be able to prepare and serve food in a sanitary and economical manner in barracks. He must be able to estimate the quantity of foodstuffs required for a given number of men.

(*b*) **Assistant cook (Baker).**—

*Practical:*

Operate the ovens, dough-mixing machinery, and other bakery equipment correctly.

Baking of bread, cakes, pies, and simple pastries.

*Written:*

Sanitary precautions to be observed by bakery personnel in storage, preparation, and issue of food and information relative to identification of spoiled canned foods.

Knowledge of basic training for enlisted men of corresponding rank. [C. M. C. M. 1.]

(19) **Field cook.**—(*a*) A field cook must have the qualifications of an assistant cook and must, in addition, be able to put up emergency rations; care for and operate galley ranges, rolling kitchens, and field ranges; cook over an open fire; and know the necessity for sanitary ice boxes, meat blocks, vegetable lockers, and galley utensils.

(*b*) **Field cook (Baker).**—

*Practical:*

Qualifications of Assistant cook (Baker) and in addition be able to set up field oven and bake field bread.

Prepare substitute for ready-made yeast.

*Written:*

Same as Assistant cook (Baker). [C. M. C. M. 1.]

(20) **Chief cook.**—(*a*) A chief cook must have the qualifications of a field cook and must, in addition, be able to take complete charge of a galley, be thoroughly familiar with all of the methods of cooking in the field, have a thorough knowledge of mess personnel duties in combat, be able to cut meats and understand the economical use of meat, and be familiar with the Navy ration and recipes.

(*b*) **Chief cook (Baker).**—

*Practical:*

Bake bread, rolls, cakes, and pastries as required to determine candidate's fitness to perform any kind of baking.

Operation of all mechanical appliances found in bakeries.

*Written:*

Sanitary precautions and storage.

Regulations and instructions with regard to rations, sales, and surveys.

Identification of spoiled contents as indicated by can.

Description of baking materials and their functions.

Causes for failures in baking breads and cakes.

Knowledge of basic training for enlisted men and corresponding ranks. [C. M. C. M. 1.]

(21) Omitted. [C. M. C. M. 3.]

(22) **Mess sergeants (Commissary).**—A mess sergeant, commissary, must have the qualifications of a chief cook and must, in addition, be able to take charge of the delivery, inspection, and storage of provisions and fresh meats. He must be able to provision a force taking the field with the necessary cooking utensils and must be able to arrange the field kitchen equipment for landing forces, including the camp ice box, kitchen pits, kitchen fires, field ranges, camp ovens, and camp incinerators. [C. M. C. M. 3.]

(23) **Staff sergeants (Commissary).**—(*a*) A staff sergeant, commissary, must have the qualifications of a mess sergeant, commissary,

and must, in addition be familiar with the provisions of the Navy Regulations and Marine Corps Manual relating to messes and subsistence. He must have a thorough knowledge of the Army training manual, The Army Cook. He must have a demonstrated ability to cater for enlisted men and must be able to plan menus for a week or longer. [C. M. C. M. 3.]

(*b*) **Staff sergeant (Baker).**—

*Practical:*

Same as Chief cook (Baker).

*Written:*

Same as Chief cook (Baker) and in addition canned goods.

Bread scoring and correction of defects.

Operation of bake shop and keeping of necessary records.

Knowledge of basic training for enlisted men of corresponding ranks. [C. M. C. M. 1.]

(24) **Technical sergeants (Commissary).**—(*a*) A technical sergeant, commissary, must have the qualifications of a staff sergeant, commissary, and must, in addition, be able to direct the cooking and preparation of food in the galley and in the bake shop. He must be able to direct proper storage of fresh and other provisions and to estimate capacities of storerooms including cold storage spaces. He must be able to take complete charge of the delivery, handling, storage, and issue of foodstuffs for a barracks or for a regiment in the field. [C. M. C. M. 3.]

(*b*) **Technical sergeant (Baker).**—

*Practical:*

Same as Chief cook (Baker) and in addition varieties made from basic sweet doughs.

*Written:*

Same as Staff sergeant (Baker) and in addition leavening agents.

Field equipment, types, construction, and use of field ovens.

Must be able to take complete charge of bakery; delivery, handling, accountability, and storage of foodstuffs for a regiment in field. [C. M. C. M. 1.]

(25) **Master technical sergeants (Commissary).**—(*a*) A master technical sergeant, commissary, must have the qualifications of a technical sergeant, commissary, and must, in addition, be familiar with the regulations regarding subsistence allowance, commutation of rations, and all current instructions regarding messes issued by Headquarters Marine Corps. He must know current prices and normal seasonal fluctuations of prices of various ingredients of the Navy ration and other foodstuffs purchased for special occasions. He must be able to take complete charge of the delivery, handling, storage, and issue of foodstuffs for a brigade in the field. [C. M. C. M. 3.]

(*b*) **Master technical sergeant (Baker).**—

*Practical:*

Same as Technical sergeant (Baker).

*Written:*

Must be able to take complete charge of bakery; delivery, handling, accountability, and storage of foodstuffs for a brigade in field. [C. M. C. M. 1.]

(26) **Band and field musics—Field music sergeants and field music corporals.**—Candidates for promotion to field music sergeant and field music corporal will be examined in the subjects prescribed for the ranks of sergeant and corporal, respectively, by the current Marine Corps Order governing the basic training of enlisted men, and on the latest edition of the Manual for Field Musics, United States Marine Corps. They will be required to have an exact knowledge of all chapters of that Manual, including the ability to read music. Field musics will be required to sound any trumpet call or trumpet march in a regulation manner. They will be further required to play any drum music contained in the Manual and to play marches with trumpeters. Reports of examinations for promotion to these ranks need not be made to the Commandant of the Marine Corps. [C. M. C. M. 2 and 3.]

(27) Omitted. [C. M. C. M. 3.]

(28) **Aviation—Promotion board.**—The officers and warrant officers attached to the Division of Aviation will constitute a permanent Noncommissioned Officers Promotion Board for the purpose of recommending technical noncommisioned officers of the aviation organization for promotion to the first, second, and third pay grades. The board will meet from time to time when vacancies exist or are anticipated in the various trades and activities of aviation. When directed by the Director of Aviation, commanding officers of aviation organizations will convene boards for the purpose of recommending candidates having the desired qualifications for consideration by the promotion board.

(29) **Corporals, sergeants, staff sergeants, and technical sergeants (aviation).**—Candidates for promotion to the above ranks shall be examined in the subjects prescribed for these ranks by the current

Marine Corps Order governing the basic training of enlisted men for aviation units. The candidate will be further examined as to his knowledge of the specialty in which he is engaged. The examination will be conducted by a local board and will be both oral and practical. The board will consider the candidate's qualities of leadership applicable to the rank in the specialty concerned.

(30) **Master technical sergeant (aviation).**—No examination is required for promotion to this grade.

(31) **Adjutant and Inspector's Department.**—The examinations of noncommissioned officers assigned to the Adjutant and Inspector's Department will be the same as those prescribed for corresponding ranks of the line.

(32) **Paymaster's Department.**—The Major General Commandant will, upon the recommendation of the Paymaster, whenever necessary, convene a board composed of designated officers and warrant officers of the Paymaster's Department on duty at Headquarters, Marine Corps. This board will prepare suitable questions for the promotion of noncommissioned officers of the Paymaster's Department and will grade the papers of the candidates. A certificate of graduation from that course in the Paymaster's Department correspondence courses appropriate for the rank to which the candidate is to be examined may be accepted by the board as evidence of the qualification of the candidate in professional and general educational requirements. The examination of sergeants and corporals of the Paymaster's Department in the subjects prescribed for those ranks by the current Marine Corps Order governing the basic training of enlisted men will be conducted by a local board and will be oral and practical. The requirements for promotion to the various ranks in the Paymaster's Department are contained in paragraphs (33), (34), and (35).

(33) **Corporals and sergeants (Paymaster's Department).**—Candidates for corporal and sergeant shall be examined in the subjects prescribed for those ranks by the current Marine Corps Order governing the basic training of enlisted men. In addition, they shall be examined in the preparation of pay rolls and final settlements and in the preparation of blank forms pertaining to the Paymaster's Department with the exception of blank forms pertaining to monthly accounts.

(34) **Staff sergeants (Paymaster's Department).**—Candidates for promotion to staff sergeant (Paymaster's Department) shall be examined in the following subjects: Grammar, composition of official letters, spelling, typewriting, audit of pay rolls and final settlements, preparation of all blank forms pertaining to the Paymaster's Department.

(35) **Paymaster sergeants and technical sergeants (Paymaster's Department).**—Candidates for promotion to paymaster sergeant and technical sergeant (Paymaster's Department) shall be examined in the fol-

lowing subjects: Grammar and composition, geography, United States history, administration. Candidates shall demonstrate that they have a thorough knowledge of all forms used in the Paymaster's Department and in the General Accounting Office. They must have a knowledge of the action to be taken on analysis of accounts and notices of exception by the General Accounting Office.

(36) **Quartermaster's Department.**—When necessary, a board composed of officers of the Quartermaster's Department on duty at Headquarters Marine Corps will, upon recommendation of the Quartermaster, be convened by the Major General Commandant for the purpose of preparing promotion rosters in the cases of noncommissioned officers coming under the cognizance of the Quartermaster's Department, except those on duty at Headquarters, Marine Corps or at Marine Corps supply depots. In such cases, because of the specialized duty involved, promotion will be considered by the Major General Commandant on the recommendation of the proper officer concerned and the provisions of paragraphs (37) to (44), inclusive, of this article do not apply.

(37) A noncommissioned officer of the Quartermaster's Department placed on a promotion roster will be examined, prior to his promotion, in the prescribed subjects by a local board in cases where an examination is required. The local board will prepare suitable questions covering the scope of the prescribed examinations, will grade the papers of the candidates, and will forward the completed examinations to the Major General Commandant for inspection by the Quartermaster.

(38) **Corporals and sergeants (Quartermaster's Department).**—Candidates for corporal and sergeant shall be examined in the subjects prescribed for those ranks by the current Marine Corps Order governing the basic training of enlisted men, and this examination shall be oral and practical. In addition, they shall be given such further examination as may be prescribed by the Quartermaster.

(39) **Staff sergeants (mechanical) (Quartermaster's Department).**—For motor transport: Candidate shall be required to demonstrate his practical mechanical ability to a qualified motor transport officer. For utilities (ice plant, power plant, plumber, steam fitter, carpenter, construction, electrician, engineer, etc.): Candidate shall have demonstrated his ability, by actual experience, to perform the technical duties required of his proposed rank, to the satisfaction of the representative of the Quartermaster's Department under whom he is serving.

(40) **Staff sergeants (clerical) (Quartermaster's Department).**—Candidate must successfully pass an examination consisting of the following:

(*a*) Compose and type an official letter of at least two 5-line paragraphs pertaining to Quartermaster Department administration.

(*b*) Examination on the following subjects, the questions to be of sufficient scope to indicate general knowledge of Quartermaster work:

Subsistence account and returns, five questions.
  (Chapter 14, Marine Corps Manual.)
Clothing accounts, five questions.
  (Chapter 15, Marine Corps Manual.)
Transportation, five questions.
  (Chapter 16, Marine Corps Manual.)
Public property, five questions.
  (Chapter 17, Marine Corps Manual.)
Procurement, five questions.
  (Chapters 18 to 21, Marine Corps Manual.)
Disbursing and finance, five questions.
  (Chapters 22 and 23, Marine Corps Manual.)
Spelling, fifteen words.
Arithmetic, ten problems.

Each question should be complete in itself and selected with a view to determining general knowledge of the various functions of the Quartermaster Department and should not be among those, the answers to which, in the conduct of ordinary routine in the department, require constant reference to printed instructions.

(41) **Technical sergeants (Quartermaster Department).**—To be selected from the grade of staff sergeant mechanical) as a result of actual performance of duty in technical status from which promoted.

(42) **Supply sergeants.**—To be selected from staff sergeants (clerical), Quartermaster Department. [C. M. C. M. 3.]

(43) **Master technical sergeants (Quartermaster Department).**—To be selected from the grade of technical sergeant as a result of actual performance of duty in technical status from which promoted and demonstration of ability to supervise any technical duty within the department and proper control of other technical workers.

(44) **Quartermaster sergeants.**—Quartermaster sergeants are appointed from the grade of supply sergeant. No examination is required for promotion to this grade.

(45) **Corporals and sergeants (Engineer Personnel).**—Candidates for promotion to corporal and sergeant (EP) shall be examined in the subjects prescribed for these ranks by the current Marine Corps Order governing the basic training of enlisted men, and this examination will be oral and practical. In addition, they must have the technical qualifications and qualities of leadership appropriate to the next higher rank. The examination will be given by a local board, and when practicable boards to examine engineer personnel will include one or more engineer officers. [C. M. C. M. 3.]

(46) **Staff sergeants (Engineer Personnel).**—Staff sergeants (EP) shall be promoted from the grade of sergeant (Engineer Personnel). Candidates shall have demonstrated to the satisfaction of the local board their ability by actual experience to perform the technical duties of the proposed rank. Men promoted to this rank shall be fully qualified to perform the duties of platoon sergeant. [C. M. C. M. 3.]

(47) **Technical sergeants (Engineer Personnel).**—Technical sergeants (EP) shall be selected from the grade of staff sergeant (Engineer Personnel) following actual performance of duty in a technical capacity in the grade from which promoted and after demonstrating their ability to handle duties and responsibilities of technical sergeant (EP). [C. M. C. M. 3.]

(48) **Master technical sergeants (Engineer Personnel).**—Master technical sergeants (EP) shall be selected from the grade of technical sergeant (Engineer Personnel) following the actual performance of duty in a technical capacity in the grade from which promoted, and after demonstrating their ability to supervise and control properly the technical work of others. [C. M. C. M. 3.]

### WARRANTS AND APPOINTMENTS

### 6–25

(1) Sergeants and corporals receive either regular or special warrants. All other noncommissioned officers receive regular warrants.

(2) Appointments in the sixth pay grade are evidenced by written order on Form NMC–115d.

(3) Special warrants are issued for certain duties and are good only at the post where applicable. They shall be revoked in writing upon termination of the duty for which appointed or upon transfer of the man, and notation thereof shall be made in his service-record book.

(4) Within authorized allowances, special warrants are issued for duties in the Quartermaster Department, the Paymaster Department, Aviation, Communication Personnel, Bands, Fleet Marine Force, and other separate organizations, and transfer does not revoke same.

### WHO MAY APPOINT

### 6–26

(1) Appointments of noncommissioned officers and men of the sixth pay grade, with the exceptions set forth in paragraphs (2) and (3) of this article, will be made only by special authorization of the Commandant of the Marine Corps. [C. M. C. M. 2.]

(2) Commanding officers are authorized to make promotions or appointments, within authorized allowances, to fill vacancies in the ranks of sergeant, corporal, and private first class, for straight duty with troops, without reference to the Commandant of the Marine Corps, when such vacancies are the result of reduction in rank, retirement, death, or discharge. Commanding officers will not make promotions in communication personnel, aviation personnel, mess branch personnel, field musics of any rank, or personnel of the Quartermaster or Paymaster Department, unless specially authorized by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(3) **Ship's appointments.**—Promotion to the grades of sergeant, field music sergeant, corporal, field cook, field music corporal, private first class, assistant cook, and field music first class in marine detachments afloat may be made to fill vacancies in authorized allowances on ship's warrants or appointments, without reference to the Commandant of the Marine Corps. (See art. 614, Navy Regulations.) Ship's warrants and appointments shall be revoked upon transfer from the ship, and notation thereof shall be made in service-record books. Such warrants or appointments may be made permanent as may be authorized by the Commandant of the Marine Corps. [C. M. C. M. 2.]

### REAPPOINTMENTS

### 6–27

(1) **On transfer from special to general duty.**—Enlisted men who have been reduced for detail to special duty and who are subsequently transferred to general duty will, except when the transfer is for misconduct, be reappointed to the rank from which reduced or to which they have been promoted while on special duty.

(2) **On reenlistment.**—Upon reenlistment of noncommissioned officers and men of the sixth pay grade, reappointment by enlisting officers will be governed by the following provisions:

(*a*) Reappointments will be made by enlisting officers only when the discharge was with character "Excellent," or with character "Very Good" and recommendation appears on the discharge certificate for reappointment. When the discharge was with character "Very Good" and no recommendation for reappointment appears on the discharge certificate, the question of reappointment will be referred to the Commandant of the Marine Corps. [C. M. C. M. 2.]

(*b*) Noncommissioned officers and men of the sixth pay grade will be reappointed in their respective ranks only if the reenlistment is on the day (Sundays and holidays excepted) after discharge and at the post or within the organization from which discharged.

(*c*) All reappointments in accordance with this article will be effected by letters from the enlisting officers to the men concerned, stating the facts and dates of reappointments, and the occasion therefor, e. g., "upon reenlistment."

(*d*) A commanding officer of marines, upon delivery of a discharge certificate of a noncommissioned officer or man of the sixth pay grade, shall always endorse thereon a statement as to whether or not the man is recommended for reappointment to his former grade should he reenlist. A man so reappointed will immediately assume the rank, insignia, and duties, and will be entitled to the pay of his grade, from the date of such reappointment.

(3) Omitted. [C. M. C. M. 3.]

## REDUCTIONS

## 6–28

(1) **First three pay grades.**—Warrants of noncommissioned officers of the first three pay grades will be revoked only by sentence of court martial or by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(2) **Fourth and fifth pay grades.**—Warrants of noncommissioned officers of the fourth and fifth pay grades after 6 months from date of issue will be revoked only by sentence of court martial or by the Commandant of the Marine Corps or the Commanding General in the Department of the Pacific. Such warrants may be revoked by commanding officers for cause within 6 months of issue. [C. M. C. M. 2.]

(3) **Sixth pay grade.**—Commanding officers are authorized to reduce men of the sixth pay grade within their organizations by written orders.

(4) **For inefficiency.**—(*a*) When a recommendation is made for the reduction of a noncommissioned officer for inefficiency, a written statement of the man concerned, or his declaration that he has no statement to make, will be forwarded therewith. Such reduction will be effected by letter addressed to the man, to be attached to his warrant, giving date and reason for reduction.

(*b*) INCOMPETENT NONCOMMISSIONED OFFICERS.—When it comes to the attention of a commanding officer that a noncommissioned officer is not competent to perform the duties commensurate with his rank, or where his services are unsatisfactory to a lesser degree than requiring his trial by court martial, he will convene an informal board of not less than three officers to examine into the qualifications of such noncommissioned officer to hold his rank or to examine into his unsatisfactory performance of assigned duties and recommend his reduction or retention in rank. The report of the informal board of officers will be forwarded to the Commandant of the Marine Corps with the recommendation of the commanding officer. No advance copy of the record will be prepared or forwarded. These informal boards are convened merely for the purpose of furnishing the commanding officer and the Commandant of the Marine Corps with all the pertinent facts of the case in order that proper administrative action may be taken and are not to be considered as boards of investigation requiring action by the Secretary of the Navy. In the precept convening these boards no reference will be made to the provisions of Naval Courts and Boards. [C. M. C. M. 2.]

(5) **On desertion.**—Should a noncommissioned officer or man of the sixth pay grade be declared a deserter, his position shall be considered as vacated from the date of his unauthorized absence, and if he be subsequently returned to the service he shall be taken up as a private, or field music, as may be appropriate.

### SERVICE-RECORD BOOK ENTRY

### 6-29

When a man is promoted or reduced, or reappointed upon reenlistment, an entry will be made in his service-record book, under "General pay data," in the column headed "Kind of warrant," to show the kind of warrant issued or revoked.

### REPORTS OF PROMOTIONS AND REDUCTIONS

### 6-31

A copy of each appointment, reappointment, or reduction shall, as made, be forwarded to the Commandant of the Marine Corps, and, if within the Department of the Pacific, an additional copy shall be forwarded to the departmental commander. [C. M. C. M. 2.]

### SPECIAL INSTRUCTIONS

### 6-34

The foregoing provisions in regard to noncommissioned officers and men of the sixth pay grade are subject to such special instructions as may be issued by the Commandant of the Marine Corps. [C. M. C. M. 2.]

### 6-35 to 7-0

# CHAPTER 7

# DISCIPLINE

| | |
|---|---|
| Section 1, Articles 7-1. | Punishment. |
| Section 2, Articles 7-2 to 7-16. | Deserters and Stragglers. |
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## *Section 1.—PUNISHMENT*

### 7-1

(1) Punishments for offenses committed by persons belonging to the Marine Corps shall be inflicted in accordance with the provisions of the articles for the Government of the Navy.

(2) When marines are detached for service with the Army by order of the President, they are subject, while so detached, to the Rules and Articles of War prescribed for the government of the Army.

(3) Under no circumstances shall an offender be placed on guard or required to perform extra guard duty as a punishment, whether serving afloat or on shore.

(4) **Deck and summary courts.**—For the trial of offenses which the commanding officer of marines may deem deserving of greater punishment than he is authorized to inflict under the provisions of article 24, A. G. N. (34 U. S. C. 1200), but not sufficient to require trial by general court martial, he may order a deck court or summary court martial.

(5) **General courts martial.**—Offenses, which, in his opinion, require the trial of the offender by a general court martial, shall be reported by the commanding officer through official channels to the officer within whose command he is serving who has authority to convene general courts martial, or, if there be none such, to the Secretary of the Navy, through the Major General Commandant.

(6) Recommendations for trial by general courts martial should be so complete of themselves as to furnish all important facts necessary for the preparation of charges and specifications. Service-record books will, whenever available, accompany recommendations for

trial for unauthorized absence. In cases of theft, the articles stolen, ownership, place, and time of theft, and the value of items will be clearly specified. Original checks will, whenever practicable, accompany recommendations for trial for unlawful check transactions. (Photographic copies will be accepted when originals cannot be produced.) Specimen charges and specifications often prove of considerable value as indicating precisely the real nature and extent of the offense charged and will accordingly be furnished.

(7) It is the policy of the Navy Department not to resort to trial by general court martial except in those cases where it is clearly evident that a deck court or a summary court martial would be unable to award a suitable and effective punishment.

(8) **Officer under arrest.**—When a commanding officer has an officer placed under arrest for trial by general court martial, he will notify the paymaster carrying such officer's account of his action and of the nature of the charges which are to be preferred. A copy of the notification will be furnished to the Paymaster, Marine Corps.

(9) Punishments inflicted upon commissioned officers shall be reported without delay to the commandant of the navy yard or commanding officer of the station, whichever the case may be, and to the Major General Commandant.

(10) **Register of punishments.**—The commanding officer of marines shall cause a register of all punishments inflicted by him to be kept.

## *Section 2.—DESERTERS AND STRAGGLERS*

### 7–2

**Desertion defined.**—Absence without leave with a manifest intention not to return will be regarded as desertion; therefore, when the intention to desert is apparent a reward will be offered immediately, without awaiting the expiration of 10 days.

### 7–3

The staff returns of a deserter will be forwarded without delay to the Major General Commandant. A notation will be made and signed in the service-record book as to whether or not a reward has been offered for the apprehension and delivery of the deserter, and if so the amount of the reward.

### 7–4

**Rewards.**—An offer of reward for the apprehension and delivery of a straggler or a deserter will state that payment of said reward will be made upon the delivery of the straggler or the deserter at any marine barracks, naval station, Marine Corps recruiting station, Navy recruiting station, or such other place as the Major General Commandant may direct. In case of a deserter, the offer of reward will specify that delivery must be made within 22 months after expiration of enlistment.

## 7-5

**Offer of reward, where sent.**—A signed copy of the offer of reward for the apprehension and delivery of a deserter or straggler will be sent to the Director, Personnel Department, direct, without delay; to the recruiting officer nearest the place of the deserter's usual residence; to the deserter's next of kin; to the mayor (or chief of police) of the town where he resided at date of enlistment; to the chiefs of police of any other towns to which it is thought he may have proceeded, the selection being governed by facts obtained from his military history, declarations to comrades, or other sources of information; and to such detective agencies as may be designated. A copy of the offer of reward will also be pasted in the man's service-record book. [C. M. C. M. 3.]

## 7-6

(1) **Entries in service-record books.**—In order to have at hand and immediately available for use before courts martial the necessary evidence for the trial of enlisted men of the Marine Corps who have been declared deserters, and to aid courts martial in determining whether such men are guilty of desertion or absence without leave, when the staff returns are closed, entries signed by the commanding officer will be made in the service-record books of the following circumstances attending the desertion:

Disposal of effects, especially uniforms.
Secret preparations.
Procuring plain clothes.
Declarations.
Desire to quit the service.
Taking passage for a distant point.
Escaping from arrest.
Commission of an offense and fear of punishment therefor.
Whether or not any effects of value were left.
Hour, date, and place of commencement of unauthorized absence.

(2) The entries "Not known" and "Unknown" shall not be inserted in the service-record book until every reasonable effort has been made to discover the probable causes.

(3) An enlisted man is not a deserter within the meaning of articles 18 and 19, A. G. N. (34 U. S. C. 1200), until he has legally been found guilty by a court martial of the charge of desertion. An entry "deserted" in a man's service-record book is merely the commanding officer's conclusion and not a legal determination of the fact as to whether or not the man deserted. Such entry should not be made, but the following form should be used, varying the statements as the facts warrant:

BD, MB, NNYd, Portsmouth, Va. AWOL from 1:00 p. m., Jan. 6, 1940. Declared a deserter Jan. 16, 1940, as of Jan. 6, 1940. All equipment and uniforms were left by him in his locker except his dress blue uniform which he wore when last seen; so far as known, he made no secret preparations, declarations to desert, nor expressed any desire to quit the service; he was not undergoing punishment for any offense committed and apparently had no fear of arrest. No personal effects of any value were left. A reward of $50.00 has been offered. JOHN DOE, Capt. U. S. M. C., Comdg.

(4) Whenever applicable the entry should include an appropriate statement to the following effect:

4 January 1940 was notified that he had been made PAL AOH by order of Commanding Officer.

[C. M. C. M. 3.]

## 7-7

**Inventory of Government property.**—Immediately upon the desertion of an enlisted man an inventory will be made, by a disinterested officer or noncommissioned officer detailed for the purpose, of the Government property left by him. The officer holding the man's receipts will promptly ascertain what Government property covered by such receipt is lost, missing, damaged, or destroyed, and will forward a list of the same on Form NMC-697, requesting checkage against the account of the deserter. This form will be prepared and handled in accordance with the printed instructions. In the event the list of missing or damaged property includes a rifle, pistol, shotgun or other firearm, the officer holding the man's receipt will request a board of survey on the missing or damaged firearms and a copy of the completed survey report should be used by the accountable officer to support the Form NMC-697 as a voucher to his property account. (See art. 17-53.)

## 7-8

**Inventory of personal effects.**—Commanding officers of organizations will immediately collect and make an inventory of the effects left by absentees. When an absentee is declared a deserter his effects and the inventory will be turned over to the post quartermaster, who will receipt for them. These effects will be held until two months from the date of desertion, after which time any discharge certificates, noncommissioned officers' warrants, medals, badges, etc., will be mailed to the Director, Personnel Department, Headquarters, Marine Corps, Washington, D. C. Uniform clothing will be disposed of as indicated in article 15-23 (1); other effects will be disposed of by sale at public auction, the amount received from such sale to be handled as set forth in article 25-69. (See art. 1879 (2), Navy Regulations, and art. 15-23.) [C. M. C. M. 3.]

## 7–9

(1) **Report of deserters and stragglers.**—When a deserter or straggler surrenders or is delivered, or reports under orders at a post, recruiting station, or on board a ship, a written report will be made immediately, in duplicate, and fowarded to the Commandant of the Marine Corps, by airmail (except where ordinary mail would result in equally quick delivery, except that in the case of the straggler who surrenders or is delivered at his place of duty no report is required. The written report will cover the following points:

(*a*) Hour and date of surrender or delivery. When delivery is made to a marine guard sent to take charge of a deserter, the place, hour, and date of delivery to the guard by the civil, or other authorities will be shown.

(*b*) Date and place of unauthorized absence.

(*c*) In case of delivery, by whom delivery was made, whether claim is made for reward, amount, and whether claimant has signed voucher for reward. When claim is made for reward, voucher therefor will be immediately prepared and fowarded in all cases.

(*d*) Statement of deserter or straggler.

(*e*) Proof of identity.

(*f*) Whether deserter or straggler was in uniform, condition of his clothing, and whether adequate for the season.

(*g*) Report of physical condition by medical officer. This report to state specifically whether or not the man is fit for confinement and restoration to duty. If physically unfit the nature of the unfitness will be shown.

(*h*) Statement as to whether the deserter or straggler had been assigned to a specialist branch such as Aviation, Communication, Engineer, Ordnance, etc.

(*i*) Recommendation as to:
  (1) Transfer to another station.
  (2) Disciplinary action.

(2) When a deserter or straggler surrenders or is delivered at a post under the jurisdiction of the Department of the Pacific, on board a naval vessel on the west coast, or at a recruiting station of the Western Recruiting Division, the report required in paragraph (1) will be sent immediately to the Commanding General, Department of the Pacific, who will issue such instructions as he may deem necessary in connection with the sending of a guard or furnishing transportation, and, in addition, duplicate signed copies of the report will be forwarded to the Commandant of the Marine Corps, by airmail. In all cases the Commanding General, Department of the Pacific, will forward to the Commandant of the Marine Corps, by airmail, a copy of the action he takes.

[C. M. C. M. 3.]

## 7-10

(1) **Payment of reward.**—The officer receiving a deserter shall satisfy himself that the man is a deserter and that he is the person he is represented to be, and, if any doubt exists with respect to his identity, shall telegraph his personal description and statement of service claimed to Headquarters, with a request for verification.

(2) When the identity of a deserter or straggler is established, the officer receiving the deserter shall prepare the necessary vouchers for the payment of the reward offered and forward them to the Quartermaster, Headquarters Marine Corps, Washington, D. C., for payment, with the exception of such vouchers as are prepared within the Western Recruiting Division, or the Department of the Pacific, which will be forwarded to the Depot Quartermaster, San Francisco, Calif., for payment. A copy of the offer of reward, including the description of the man, must accompany the voucher. The disbursing officer receiving such voucher shall, if it be in due form, make the necessary payment. (See arts. 18-75 and 18-76.)

(3) When a commanding officer is advised by the civil authorities of the arrest or surrender of an absentee, in the absence of definite information, the date of such arrest, or surrender, will be ascertained and if any reward for delivery is paid, it will be based on the offer outstanding at the time of the man's arrest. A reward will not be paid for the delivery of an absentee who is arrested while on authorized liberty, nor a reward greater than $25 for the delivery of an absentee who at the time of his arrest was in the status of a straggler. Where there is any doubt as to the method of procedure, or when extraordinary circumstances exist, such cases should be referred to the Commandant of the Marine Corps, who will determine on the merits of the case the amount of the reward, if any, to be paid. [C. M. C. M. 2.]

## 7-11

Deserters shall be taken up on the rolls of the post designated by the Commandant of the Marine Corps. [C. M. C. M. 2.]

## 7-12

**Physical examination.**—The officer receiving a deserter shall also cause him to be examined by a medical officer, and if he be found physically unfit will so telegraph to Headquarters. By physical unfitness of a deserter is meant that degree of unfitness resulting from disease or disability which would render him, in case of his return to the Marine Corps authorities, a menace to the health of those with whom he would come in contact, or which would put the Government to a greater expense in his care and treatment than would be warranted by the benefit accruing to the service by reason of his punishment. The test of unfitness in the case of a deserter is entirely different from the standard set in the case of an applicant for enlistment. While such disabilities as loss of fingers, flat feet, underweight, impaired vision or hearing, loss of teeth, varicose veins, etc., would cause the rejection of an applicant for enlistment, their existence in a deserter will not render him unfit and should not constitute a reason why he should escape punishment. To constitute unfitness in a deserter there must exist disabilities or diseases of a more serious and vital nature, such as insanity, tuberculosis, appendicitis, diseases of a contagious nature, etc. Again, a distinction should be made between deserters for whom a reward has been paid for delivery and those who voluntarily surrender; in the former case, i. e., where a reward has been paid for delivery, the deserter will not be pronounced "unfit" except as above outlined, while in the latter case, where the deserter voluntarily surrenders, he will be pronounced "unfit" if the disability be such as would unquestionably preclude enlistment.

## 7–13

**Desertion in time of war.**—A marine shall not be tried by court martial or otherwise punished for desertion in time of war, which appears to have been committed more than two years prior to the issuing of the order for such trial or punishment, unless by reason of having absented himself, or of some other manifest inpediment he shall not have been amenable to justice within that period (34 U. S. C. 1200, art. 61).

## 7–14

**Discharge as undesirable.**—When a deserter is discharged as undesirable, an itemized statement of all expenses incurred will be reported to the Paymaster and the Quartermaster furnished with a certificate that the necessary checkage has been made.

## 7–15

**Discouragement of straggling.**—Every effort will be made to discourage the practice of marines wilfully absenting themselves and reporting in at other stations for duty.

## 7–16

(1) **Man's commanding officer notified by dispatch.**—When a straggler from another post is apprehended or surrenders within 30 days from the time of his original absence, the commanding officer will immediately send this information by dispatch to the commanding officer of the barracks from which the man is absent, giving the date and hour of his original surrender. [C. M. C. M. 3.]

(2) Upon the receipt of such a telegram the commanding officer shall retain the staff returns until orders as to their disposition are received from Headquarters.

(3) When a straggler from a Marine Barracks, Naval Station, or naval vessel, is apprehended, or surrenders at any naval or Marine Corps activity, located within the same metropolitan area as the organization from which he is absent, and when motor transportation is available to either organization, the straggler will be returned to the station from which he is absent by motor transportation without awaiting specific authorization from this Headquarters. [C. M. C. M. 2.]

## *Section 3.—COURT MARTIAL MEMORANDUM*

### 7–18

**Who makes, where sent.**—Commanding officers of marines at shore stations shall prepare the deck and summary court-martial memoranda in duplicate on Form NMC–512. One copy shall be transmitted to the Director, Personnel Department, and except in the case of acquittal, the second copy pasted in service-record book. Great care should be exercised to see that court-martial memoranda contain correct statements of facts, particularly as to forfeitures of pay. The officer signing court-martial memoranda will be held pecuniarly responsible for the correctness of entries made over his signature. [C. M. C. M. 2 and 3.]

### 7–18A

(1) The memorandum shall state the offense in detail sufficient to indicate clearly the relevant circumstances, since the court-martial memorandum is the only complete record of the offense which is preserved indefinitely at Headquarters Marine Corps.

(2) In some cases, such as gambling, a mere statement of the charge serves to describe the offense. In other cases, such as scandalous conduct, conduct to the prejudice of good order and discipline, violation of orders or regulations, or neglect of duty, a mere statement of a charge does not fully indicate the circumstances or the gravity of the offense.

(3) In a case of theft or embezzlement there should be stated the nature, value, and ownership of the property stolen.
[C. M. C. M. 3.]

### 7–19

(1) **Absence without leave and over leave.**—Care shall be taken in describing the offenses of absence without leave and absence over leave. The memoranda shall show briefly, in substantial accordance with the following example, the dates and the hours of the beginning and the ending of the unauthorized absence:

"AWOL (or AOL), 7:30 a. m., March 14, 1930, to 7 p. m., March 16, 1930, when reported at ———."

Absence or return beginning or ending at noon or midnight should be stated "12 noon" or "12 midnight."

When authorized leave or furlough expires at twelve o'clock midnight, the controlling time for absence after expiration of such leave or furlough is 12:01 a. m., the day following.

(2) If the man surrendered at a post or station other than that from which he absented himself, and was returned to the latter, the memorandum shall contain additional data similar to the following:

"Joined this command therefrom, March 18, 1930."

(3) All entries under "Remarks" on pay rolls and muster rolls shall agree with the data contained in the memorandum above mentioned.

(4) **Loss of pay.**—Commanding officers of marines at shore stations, and other officers in command of detachments rendering pay rolls to the Paymaster Department, will note, over their signatures, on the records of summary and deck courts, that the loss of pay in the particular case, if any has been adjudged and approved, has been noted in service-record book.

### *Section 4.—REMOVAL OF MARK OF DESERTION*

### 7–21

(1) Commanding officers shall remove as an erroneous entry the mark of desertion from the service-record book of any enlisted man whose book was closed for desertion but who subsequently has been tried and convicted of absence without leave or of absence over leave, or acquitted.

(2) The mark of desertion must be removed as soon as possible after trial and promulgation of sentence. This action of the commanding officer will be reported to the Commandant of the Marine Corps, one copy of the report forwarded to the Paymaster, Marine Corps, one copy to the disbursing officer carrying the accounts, and one copy for the Quartermaster officer carrying clothing accounts, for recredit of any amounts due on date of alleged desertion, but such recredit will in no case be made until receipt of transfer pay accounts from the deserters' roll. (See art. 15–11 (4).) [C. M. C. M. 2.]

### 7–22 to 8–0

## CHAPTER 8

## DECORATIONS, MEDALS, AND BADGES

| | | |
|---|---|---|
| Section 1. | Articles 8–1 to 8–9. | Decorations. |
| Section 2. | Articles 8–10. | Commemorative Medals. |
| Section 3. | Articles 8–11 to 9–0. | Campaign and Service Insignia. |

### *Section 1.—DECORATIONS*

### 8–1

The decorations, medals, and badges authorized for the United States Marine Corps are as follows:

**Decorations—**

Medal of Honor (old and new).
Brevet Medal.
Distinguished Service Medal.
Navy Cross.
Distinguished Flying Cross.
Specially Meritorious Medal.
Gold Life Saving Medal, Treasury Department.
Silver Life Saving Medal, Treasury Department.

**Commemorative medals—**

Medal commemorating the Battle of Manila Bay (Dewey Medal).
Medal commemorating naval engagements in West Indies (Sampson Medal).

**Campaign and service medals—**

Civil War Campaign.
Expeditionary (Initial award 1874).
Spanish Campaign.
Philippine Campaign.
China Relief Expedition.
Cuban Pacification.
Mexican Service.
Nicaraguan Campaign.
Haitian Campaign, 1915.
Dominican Campaign.
Victory.

**Campaign and service medals—Continued.**
- Haitian Campaign, 1919–1920.
- Second Nicaraguan Campaign.
- Yangtze Service.
- China Service.
- Good Conduct.
- Reserve Service.
- American Defense Service.

**Marksmanship badges—**
- Distinguished Marksman.
- Distinguished Pistol Shot.
- Marine Corps Rifle Competition.
- Marine Corps Division Rifle Competition.
- Marine Corps Pistol Competition.
- Marine Corps Division Pistol Competition.
- Lauchheimer Trophy.
- Rifle Badges—expert rifleman, sharpshooter, and marksman.
- Marine Corps Basic Badge.
- Qualification Bars:
    - EX or SS—Pistol
    - EX or SS—Automatic Rifle
    - EX or SS—Machine Gun
    - EX or SS—Infantry Howitzer
    - EX or SS—T. S. M. G.
    - EX—Bayonet
    - EX or SS—Light Artillery
    - EX or SS—Defense Artillery

Certain miscellaneous marksmanship badges approved for wear as listed in Uniform Regulations.

(For detailed information concerning qualification and marksmanship insignia see chapter 5.)

## DECORATIONS

### 8–2

(1) **Medal of Honor (old).**—Any enlisted man of the Navy or Marine Corps who shall have distinguished himself in battle or displayed extraordinary heroism in the line of his profession shall, upon the recommendation of his commanding officer, approved by the flag officer and the Secretary of the Navy receive a * * * medal of honor * * *. (Act Mar. 3, 1901.) (34 U. S. C. 351.)

The Medal of Honor was originally authorized for officers of the Navy and Marine Corps in the act of March 3, 1915 (34 U. S. C. 353) which provides: "The President of the United States is hereby empowered to prepare a suitable Medal of Honor to be awarded to any officer of the Navy, Marine Corps, or Coast Guard who shall have distinguished himself in battle or displayed extraordinary heroism in the line of his profession."

(2) **Medal of Honor (new).**—The act of February 4, 1919 (34 U. S. C. 354) provides: "That the President of the United States be, and is hereby authorized, to present in the name of Congress, a medal of honor to any person who, while in the naval service of the United States shall, in action involving actual conflict with the enemy distinguish himself conspicuously by gallantry and intrepidity at the risk of his life above and beyond the call of duty and without detriment to the mission of his command or the command to which attached." (See art. 1709 N. R.)

## 8–3

The Brevet Medal is authorized for issue to any officer holding a brevet commission.

## 8–4

**Distinguished Service Medal.**—The act of February 4, 1919 (34 U. S. C. 355), provides: "That the President be, and he hereby is, further authorized to present, but not in the name of Congress, a distinguished-service medal of appropriate design and ribbon, together with a rosette or other device to be worn in lieu thereof, to any person who, while in the naval service of the United States, since the 6th day of April 1917, has distinguished, or who hereafter shall distinguish, himself by exceptionally meritorious service to the Government in a duty of great responsibility." (See art. 1709, N. R.)

## 8–5

**Navy Cross.**—The act of February 4, 1919 (34 U. S. C. 356), provides: "That the President be, and he hereby is, further authorized to present, but not in the name of Congress, a Navy cross of appropriate design and a ribbon, together with a rosette or other device to be worn in lieu thereof, to any person who, while in the naval service of the United States, since the 6th day of April 1917, has distinguished, or who shall hereafter distinguish, himself by extraordinary heroism or distinguished service in the line of his profession, such heroism or service not being sufficient to justify the award of a medal of honor or a distinguished-service medal." (See art. 1709, N. R.)

## 8–6

**Distinguished Flying Cross.**—The President is further authorized to present, but not in the name of Congress, a distinguished flying cross, to any person who while serving in any capacity with the Air Corps of the Army of the United States, including the National Guard and the Organized Reserves, or with the United States Navy, since the 6th day of April 1917, has distinguished, or who distinguishes, himself by heroism or extraordinary achievement while participating in an aerial flight. (See art. 1709, N. R.)

## 8–7

**Specially Meritorious Medal, War with Spain.**—The act of March 3, 1901, authorizes the award of bronze medals to officers and men of the Navy and Marine Corps who rendered specially meritorious service, otherwise than in battle, during the War with Spain. The act further provides that any person entitled to receive recognition in more than one instance under this provision of law and under 8–10 (2), shall, instead of a second medal, be presented with a bronze bar, appropriately inscribed, to be attached to the ribbon by which the medal is suspended. (31 Stat. 1465.)

## 8–8

(1) **Life saving medals awarded by the Treasury Department.**—Gold life saving medals are awarded to those who by extreme and heroic daring have endangered their lives in saving or endeavoring to save lives from the perils of the sea in waters over which the United States has jurisdiction or upon American vessels.

(2) Silver life saving medals are awarded to those who, in cases not sufficiently distinguished to deserve the gold medal have endangered their lives in saving on endeavoring to save lives from the perils of the sea in waters over which the United States has jurisdiction or upon American vessels.

(3) Satisfactory evidence of the services performed must be filed in each case with the Secretary of the Treasury through the Secretary of the Navy. (See art. 1709, N. R.)

## 8–9

(1) **Recommendations for awards.**—No award is authorized without a specific statement from a naval superior distinctly setting forth the act or service and suggesting or recommending official recognition. The President is authorized to delegate, under such conditions, regulations, and limitations as he shall prescribe, to flag officers who are commanders in chief or commanding on important independent duty the power conferred upon him by the act of February 4, 1919, (34 U. S. C. 364), to award the Navy Cross. Recommendations for award should be addressed to the Secretary of the Navy and forwarded through official channels. Before making any specific recommendation for award, the superior should, whenever possible, make sure that the act, service, or achievement is of such a nature as to merit the award. It is quite proper to recommend a person for "suitable award" or "appropriate recognition," leaving the exact nature of the award or recognition, if any, to the judgment of the Department. Recommendations should be complete in themselves and should contain all the data required by law. This applies to such

matters as full names, ranks or rates, regular or temporary station, responsibility, mission, dates, places, opposition encountered or expected, results obtained, damage or loss suffered by the command, etc. Recommendations should be submitted as soon after the act or service as practicable.

(2) **Time limit for recommendations and awards.**—Except as otherwise prescribed herein, no Medal of Honor, Distinguished Service Medal, Navy Cross or bar or other suitable emblem or insignia in lieu of either of said medals or of said cross shall be issued to any person after more than 5 years from the date of the act or service justifying the award thereof, nor unless a specific statement or report distinctly setting forth the act or distinguished service and suggesting or recommending official recognition thereof shall have been made by his naval superior through official channels at the time of the act or service or within 3 years thereafter (sec. 7, act of Feb. 4, 1919). (34 U. S. C. 360.) For any act of heroism or extraordinary achievement performed subsequent to July 2, 1926, the Distinguished Flying Cross will not be awarded after more than 3 years from the date of the act or achievement, nor unless the recommendation therefor shall have been made at the time of the act or within 2 years thereafter.

(3) **Limitation of medals.**—No more than one Medal of Honor or one Distinguished Service Medal or one Navy Cross or Distinguished Flying Cross shall be issued to any one person; but for each succeeding deed or service sufficient to justify the award of a Medal of Honor or a Distinguished Service Medal or Navy Cross or Distinguished Flying Cross, respectively, the President may award a suitable bar, or other suitable emblem or insignia, to be worn with the decoration and the corresponding rosette or other device. (See art. 1709, N. R.)

(4) **Presentation of decorations.**—The presentation of a Medal of Honor to any enlisted man in the naval service, as awarded by section 1407, Revised Statutes, and the act of March 3, 1901 (34 U. S. C. 351), and also to officers whenever the same may be authorized by law, shall always be made with formal and impressive ceremonial. The recipient shall, when practicable, be ordered to Washington, D. C., and the presentation will be made by the President as Commander in Chief, or by such representative as the President may designate. When not practicable to have the presentation at Washington, the details of time, place, and ceremony will be prescribed by the Secretary of the Navy for each case. All other decorations herein authorized shall, when practicable, be presented in accordance with the instructions contained in paragraph 10–21, Landing Force Manual, United States Navy, 1938.

(5) **Gratuity.**—The receipt of the new Medal of Honor, the Distinguished Service Medal, Navy Cross, or Distinguished Flying Cross by an enlisted man entitles him to additional pay at the rate of $2.00 per month from the date of the distinguished act or service on which the award is based.

## Section 2.—COMMEMORATIVE MEDALS

### 8–10

(1) **Medal commemorating the Battle of Manila Bay (Dewey Medal).**—The act of Congress approved June 3, 1898, provides: "That the Secretary of the Navy be, and he hereby is, authorized to present a sword of honor to Commodore George Dewey, and cause to be struck bronze medals commemorating the Battle of Manila Bay, and to distribute such medals to the officers and men of the ships of the Asiatic Squadron of the United States under the command of Commodore George Dewey on May 1, 1898," etc. Any person who was attached to one of the following ships on May 1, 1898, is eligible for this medal:

Olympia.
Baltimore.
Raleigh.
McCullough.
Boston.
Concord.
Petrel.

(2) **Medal commemorating naval engagements in the West Indies (Sampson Medal).**—The act of March 3, 1901, provides: "That the Secretary of the Navy be, and he is hereby, authorized to cause to be struck bronze medals commemorative of the naval and other engagements in the waters of the West Indies and on the shores of Cuba during the war with Spain, and to distribute the same to the officers and men of the Navy and Marine Corps who participated in any of said engagements deemed by him of sufficient importance to deserve commemoration: *Provided further*, That any person who may, under the provisions of this act, be entitled to receive recognition in more than one instance shall, instead of a second medal, be presented with a bronze bar, appropriately inscribed, to be attached to the ribbon by which the medal is suspended."

## Section 3.—CAMPAIGN AND SERVICE INSIGNIA, AND BUTTONS

### 8–11

(1) **Civil War medal.**—For service in the Marine Corps, Regular or Volunteer Army, or in the militia of the United States during the Civil War, between April 15, 1861, and April 9, 1865. (N. D. S. O. 82, 1908.)

(2) **Spanish campaign medal.**—For service between April 20 and December 10, 1898, in the Marine Corps. (N. D. S. O. 82, 1908; N. D. G. O. 81, 1922.)

(3) **Philippine campaign medal.**—For service on shore in the Philippine Islands between February 4, 1899, and July 4, 1902, or on shore in the Department of the Mindanao cooperating with the Army, between February 4, 1899, and December 31, 1904, or on one of the vessels of the Navy in Philippine waters as specified in article A–1017, Bureau of Navigation Manual.

(4) **China relief expedition.**—For service ashore in China with the Peking Relief Expedition, between May 24, 1900, and May 27, 1901, or with the Legation Guard at Peking, or on any of the vessels of the Navy in Chinese waters as specified in article A-1018, Bureau of Navigation Manual.

(5) **Cuban pacification medal.**—For service in Cuba with the Army of Cuban pacification between September 12, 1906, and April 1, 1909, or on any of the ships named in article A-1019, Bureau of Navigation Manual, between the dates mentioned opposite each ship.

(6) **Nicaraguan campaign medal.**—For service in Nicaragua or on board the *Annapolis*, *California*, *Cleveland*, *Colorado*, *Denver*, *Glacier*, *Maryland*, or *Takoma*, from July 29 to November 14, 1912, both dates inclusive.

(7) **Mexican service medal.**—For service on shore at Vera Cruz from April 21 to 23, 1914, inclusive or on board any of the vessels named in article A-1021, Bureau of Navigation Manual, between the dates mentioned opposite each vessel.

(8) **Haitian campaign medal.**—For service in Haiti between July 9 and December 6, 1915, or on board any of the vessels named in article A-1022 (1), Bureau of Navigation Manual, between the dates mentioned opposite each vessel.

(9) **Haitian campaign medal, 1919-20.**—For service in Haiti between April 1, 1919, and June 15, 1920, or on board any of the vessels named in article A-1022 (2), Bureau of Navigation Manual, between the dates mentioned opposite each vessel. Where a person has received a Haitian campaign medal for 1915, and is also entitled to a medal for service in 1919-20, he will be issued a clasp inscribed "1919-1920" to be worn on the ribbon of the medal first awarded. A bronze star will be worn on the service ribbon representing the medal to denote possession of the 1919-20 clasp.

(10) **Dominican campaign medal.**—For service in Santo Domingo between May 5 and December 4, 1916, or on board any of the vessels named in article A-1024, Bureau of Navigation Manual, between the dates mentioned opposite each vessel.

(11) **Victory medal, World War.**—For honorable service in the World War between April 6, 1917, and November 11, 1918, or to those who entered the naval service on or after November 12, 1918, and prior to March 30, 1920, and served not less than 10 days on shore in Northern Russia or Siberia or who were attached to one of the following vessels: *Albany*, *Brooklyn*, *Des Moines*, *Eagle No. 1*, *Eagle No. 2*, *Eagle No. 3*, *New Orleans*, *Sacramento*, *South Dakota*, *Yankton.*

(*a*) A service clasp with the duty inscribed thereon will be worn on the ribbon of the medal by persons who performed any of the duties designated in article A-1025, Bureau of Navigation Manual. No one will be entitled to more than one service clasp.

(*b*) BATTLE CLASPS.—For service in the following specified major operations, one for service in each such operation:

*Aisne*, June 1 to 5, 1918.
*Aisne-Marne*, July 18 to 20, 1918.
*St. Mihiel*, September 12 to 16, 1918.
*Meuse-Argonne*, September 29 to October 10, 1918; October 21 and 22, 1918; October 25 to November 11, 1918. (Only one Meuse-Argonne battle clasp to an individual.)

(*c*) DEFENSIVE-SECTOR CLASP.—For service, irrespective of awards for major operations, one only being awarded, notwithstanding that service may have been rendered in more than one defensive sector:

*Toulon-Troyon sector* (Lorraine), March 18 to May 13, 1918.
*Chateau-Thierry sector* (Ile de France), June 6 to July 16, 1918.
*Marbache sector* (Lorraine), August 6 to 16, 1918.
*Limey sector* (Lorraine), September 10 and 11, 1918.

(*d*) BRONZE STARS are worn on the service ribbon to indicate the possession of the service clasps referred to in article A-1025, Bureau of Navigation Manual, and the battle clasps listed in subparagraph (*b*) above. A star is worn for each clasp awarded.

(*e*) SILVER STARS.—When an officer or enlisted man has been cited by the Navy Department for service during the World War, not justifying the award of a medal of honor, distinguished-service cross, Navy cross, or distinguished-service medal, he will wear a silver star on the service ribbon and on the ribbon of the Victory medal for each such citation.

(*f*) A bronze Maltese cross will be worn in the center of the service ribbon by those officers and enlisted men of the Marine Corps and Medical Corps, United States Navy, who were attached to the American Expeditionary Forces in France any time between April 6, 1917, and November 11, 1918, and who did not participate in any engagements.

(12) **Second Nicaraguan Campaign Medal.**—For service in Nicaragua between August 27, 1926, and January 2, 1933, or on board the vessels of the Navy listed in article A-1026, Bureau of Navigation Manual, between the dates set opposite each vessel.

(13) **Yangtze Service Medal.**—For service on shore at Shanghai or in the Valley of the Yangtze River, China, between September 3, 1926, and October 21, 1927, and between March 1, 1930, and December 31, 1932, or on the vessels of the Navy listed in article A-1027, Bureau of Navigation Manual, between the dates appearing opposite each vessel. No officer or enlisted man is entitled to more than one such medal.

(14) **China Service Medal.**—For service in China from July 7, 1937, to September 7, 1939 ~~a date to be determined later~~, or on board the vessels of the Navy listed in General Order No. 135, Navy Department, August 23, 1940.

(15) **Reserve Service Medal.**—The Marine Corps Reserve Service Medal will be awarded to all officers and men for service in the Marine Corps Reserve subsequent to July 1, 1925 (for Navy see art. 13–161 (4)); provided that, within any four-year period of service, computed from the date of assignment or reassignment to the Organized Marine Corps Reserve, or the quadrennial anniversary date thereof, they meet the following requirements:

(*a*) Have attended with an organized unit of the Reserve, four annual field training periods of not less than fourteen days each; and

(*b*) Have attended, with an organized unit of the Reserve, 80 percent of all scheduled drills each year, for four consecutive years. Appropriate duty, and equivalent instruction or duty, may be credited in lieu of drills; and

(*c*) Have, in the case of officers, received no unsatisfactory fitness reports; or, in the case of enlisted men, have been awarded an average service record marking of not less than 4.5.

(*d*) A bronze star, to be worn on the ribbon of the Marine Corps Reserve Service Medal, will be issued for each subsequent qualification earned, in accordance with the above requirements.

(16) **American Defense Service Medal.**—(*a*) The American Defense Service Medal is authorized by Executive Order No. 8808, dated June 28, 1941, and will be issued under the provisions of Navy Department General Order No. 172 to all persons in the naval service who served on active duty at any time between September 8, 1939, and December 7, 1941.

(*b*) Service clasps are authorized to be worn on the ribbon of the medal by persons who served as follows:

1. "Fleet" for service on the high seas while regularly attached to any vessel or aircraft squadron of the Atlantic, Pacific, or Asiatic Fleets to include vessels of the Naval Transportation Service and vessels operating under the Chief of Naval Operations.
2. "Base" for service on shore at bases and naval stations outside the continental limits of the United States.

(*c*) No person will be entitled to more than one clasp.

[C. M. C. M. 3.]

## EXPEDITIONARY MEDALS

### 8–12

(1) Expeditionary medals, for service with the following-named expeditions or other operations, will be issued to officers and enlisted men who are now or were formerly in the Marine Corps:

*Authorized expeditions*

| Country | Vessel | Period of service ashore | |
|---|---|---|---|
| | Landing forces from— | From— | To— |
| ABYSSINIA: | | | |
| Djibouti | Brooklyn | Nov. 21, 1903 | Jan. 18, 1904 |
| | Machias | do | Do. |
| | San Francisco | do | Do. |
| ARGENTINA: | | | |
| Buenos Aires | Tallapoosa | July 30, 1890 | July 30, 1890 |
| CHILE: | | | |
| Valparaiso | San Francisco | Aug. 28, 1891 | Aug. 30, 1891 |
| | Baltimore | do | Do. |
| CHINA: | | | |
| (1) Tientsin | Baltimore | Dec. 4, 1894 | May 16, 1895 |
| (2) Chefoo | Yorktown | Mar. 1, 1895 | Mar. 18, 1895 |
| (3) Peiping or Tientsin | Boston | Nov. 4, 1898 | Mar. 13, 1899 |
| (4) (a) Peiping, Shanghai, etc | Rainbow | Oct. 10, 1911 | Jan. 19, 1914 |
| (b) American Legation Guard, Peiping and Landing Forces Ashore at various places in China. | | do | Do. |
| (5) (a) Expeditionary and Landing Forces Ashore at various places, excluding the Legation Guard. Peiping, with the exception of period mentioned below. | | Sept. 9, 1924 | Sept. 24, 1934 |
| (b) Legation Guard, Peiping | | do | Mar. 1, 1925 |
| (c) Shanghai | Edsall | June —, 1925 | July —, 1925 |
| | Elcano | do | Do. |
| | Hart | do | Do. |
| | Isabel | do | Do. |
| | MacLeish | do | Do. |
| | McCormack | do | Do. |
| | Noa | July 25, 1925 | Aug. 10, 1925 |
| | Parrott | June —, 1925 | July —, 1925 |
| | Peary | July 25, 1925 | Aug. 10, 1925 |
| | Penguin | do | Do. |
| | Pillsbury | do | Do. |
| | Pope | do | Do. |
| | Stewart | do | Do. |
| | Truxton | do | Do. |
| (d) Canton | Pampanga | Dec. —, 1927 | Dec. —, 1927 |
| | Sacramento | do | Do. |
| (6) Armed guard duty on board | S. S. I'Ping | Apr. 22, 1928 | May 3, 1928 |
| | S. S. Meilu | May 5, 1928 | May 15, 1928 |
| (7) Officers and men attached to and serving on board at Ichang. | Oahu | Apr. 15, 1929 | |
| (8) Personnel on board | Panay | Dec. 12, 1937 | |
| COLOMBIA, UNITED STATES OF: | | | |
| (1) (a) State of Panama | | Apr. 11, 1885 | May 22, 1885 |
| (b) State of Panama | Galena | Mar. 31, 1885 | Do. |
| (2) Boca del Toro | Atlanta | Mar. 8, 1895 | Mar. 9, 1895 |
| (3) State of Panama | Machias | Nov. 11, 1901 | Dec. 4, 1901 |
| | Marietta | do | Do. |
| | Iowa | do | Do. |
| | Concord | do | Do. |
| | Ranger | do | Do. |
| (4) Boca del toro | Machias | Apr. 17, 1902 | Apr. 19, 1902 |
| (5) Isthmus of Panama | Ranger | Sept. 18, 1902 | Sept. 22, 1902 |
| (6) Panama and Colon and along railroad | Panther | Sept. 23, 1902 | Nov. 18, 1902 |

| Country | Vessel | Period of service ashore | |
|---|---|---|---|
| | Landing forces from— | From— | To— |
| Colombia, United States of—Continued. | | | |
| (7) (a) Republic of Panama | | Nov. 4, 1903 | Feb. 26, 1904 |
| (b) Colon | Nashville | | |
| | Dixie | Nov. 5, 1903 | |
| | Prairie | Dec. 13, 1903 | |
| | Dixie | Jan. 3, 1904 | |
| (c) Porto Bello | Atlanta | Dec. 31, 1903 | |
| Cuba: | | | |
| (1) Guantanamo Bay and other points | | May 28, 1912 | Aug. 5, 1912 |
| (2) Cuba | | Feb. 26, 1917 | Apr. 5, 1917 |
| Dominican Republic: | | | |
| (1) Santo Domingo City | Atlanta | Apr. 1, 1903 | Apr. 19, 1903 |
| (2) (a) Santo Domingo City | Columbia | Feb. 11, 1904 | |
| | Newark | do | |
| (b) San Pedro de Marcoris | Yankee | Feb. 25, 1904 | Feb. 27, 1904 |
| (3) Dominican Republic and Republic of Haiti: | | | |
| (a) Dominican Republic | | Aug. 15, 1914 | Oct. 30, 1914 |
| (b) Dominican Republic | | Nov. 26, 1914 | Dec. 11, 1914 |
| (c) Republic of Haiti | | Oct. 31, 1914 | Nov. 14, 1914 |
| (d) Republic of Haiti | | Dec. 13, 1914 | Dec. 17, 1914 |
| (4) Dominican Republic | | Dec. 5, 1916 | Apr. 5, 1917 |
| | | Nov. 12, 1918 | Sept. —, 1924 |
| Egypt: | | | |
| Alexandria | Lancaster | June 10, 1882 | Aug. 29, 1882 |
| | Nipsic | do | Do. |
| | Quinnebaug | do | Do. |
| Haiti: | | | |
| (1) Navassa Island | Kearsarge | May 2, 1891 | June 20, 1891 |
| (2) (a) Port au Prince | Montana | Jan. 26, 1914 | Feb. 10, 1914 |
| (b) Port au Prince | South Carolina | Jan. 29, 1914 | Feb. 9, 1914 |
| (c) Gonaives | Eagle | Feb. 1, 1914 | Feb. 3, 1914 |
| (d) Cape Haitien | Tacoma | Oct. 18, 1914 | Nov. 17, 1914 |
| (3) (a) Republic of Haiti | | Dec. 7, 1915 | Apr. 5, 1917 |
| (b) Republic of Haiti | | Nov. 12, 1918 | Mar. 31, 1919 |
| (c) Republic of Haiti | | June 16, 1920 | Nov. 25, 1924 |
| (4) Republic of Haiti during period martial law was in effect. [C. M. C. M. 3.] | | Dec. 4, 1929 | Aug. 5, 1931 |
| Hawaiian Islands: | | | |
| (1) Honolulu | Tuscarora | Feb. 12, 1874 | Feb. 20, 1874 |
| | Portsmouth | do | Do. |
| (2) Honolulu | Adams | July 30, 1889 | July 31, 1889 |
| (3) Honolulu | Boston | Jan. 16, 1893 | Apr. 1, 1893 |
| Honduras: | | | |
| (1) Truxillo, Ceiba or Puerto Cortez | Marietta | Mar. 21, 1903 | Apr. 16, 1903 |
| | Olympia | do | Do. |
| | Panther | do | Do. |
| | Raleigh | do | Do. |
| | San Francisco | do | Do. |
| (2) (a) Laguna | Paducah | Apr. 28, 1907 | May 23, 1907 |
| (b) Choloma | do | May 24, 1907 | June 8, 1907 |
| (3) (a) La Ceiba, Puerto Cortez, and Tela | Billingsley | Feb. 28, 1924 | Mar. 13, 1924 |
| | Denver | do | Do. |
| | Lardner | do | Do. |
| (b) Tegucigalpa | Milwaukee | Mar. 18, 1924 | Apr. 30, 1924 |
| Korea: | | | |
| (1) Seoul | Essex | June 19, 1888 | June 30, 1888 |
| (2) Seoul | Baltimore | July 24, 1894 | June 19, 1895 |
| | Charleston | do | Do. |
| | Concord | do | Do. |
| | Detroit | do | Do. |
| | Yorktown | July 24, 1895 | Nov. 30, 1895 |
| | Machias | Nov. 29, 1895 | Apr. 3, 1896 |
| (3) American Legation Guard, Seoul | | Jan. 5, 1904 | Nov. 11, 1905 |
| Nicaragua: | | | |
| (1) Bluefields | Marblehead | July 6, 1894 | Aug. 6, 1894 |
| | Columbia | July 31, 1894 | Aug. 7, 1894 |
| (2) Corinto | Alert | May 2, 1896 | May 4, 1896 |
| (3) San Juandel Sur | do | Feb. 7, 1898 | Feb. 8, 1898 |
| (4) Bluefields | Marietta | Feb. 24, 1899 | Feb. 28, 1899 |
| (5) Corinto | Buffalo | Dec. 20, 1909 | Mar. 15, 1910 |

| Country | Vessel | Period of service ashore | |
|---|---|---|---|
| | Landing forces from— | From— | To— |
| NICARAGUA—Continued. | | | |
| (6) Bluefields | | May 30, 1910 | Sept. 4, 1910 |
| (7) Legation Guard, Managua | | Nov. 15, 1912 | Apr. 5, 1917 |
| | | Nov. 12, 1918 | Aug. 3, 1925 |
| (8) Bluefields | Cleveland | May 7, 1926 | June 4, 1926 |
| PHILIPPINE ISLANDS: | | | |
| (1) Islands of Basilan and Jolo | Pampanga | Sept. 13, 1911 | Nov. 18, 1911 |
| RUSSIA: | | | |
| Embassy Guard, St. Petersburg | | Dec. —, 1905 | Jan. 1, 1907 |
| SAMOA: | | | |
| (1) Apia | Nipsic | Nov. 13, 1888 | Mar. 20, 1889 |
| (2) Apia | Philadelphia | Mar. 14, 1899 | May 18, 1899 |
| SIBERIA: | | | |
| Russian Island | | Mar. 31, 1920 | Nov. 19, 1922 |
| SYRIA: | | | |
| Beirut | Brooklyn | Sept. 8, 1903 | Sept. 13, 1903 |
| | | Oct. 10, 1903 | Oct. 17, 1903 |
| | San Francisco | Sept. 8, 1903 | Sept. 13, 1903 |
| | | Oct. 10, 1903 | Oct. 17, 1903 |
| TURKEY: | | | |
| (1) Ismit | Humphreys | June 28, 1921 | July 3, 1921 |
| (2) Smyrna | Edsall | Sept. 16, 1922 | Oct. 2, 1922 |
| | Lawrence | Oct. 8, 1922 | Oct. 18, 1922 |
| | Litchfield | Sept. 7, 1922 | Sept. 16, 1922 |
| | MacLeish | Oct. 1, 1922 | Oct. 5, 1922 |
| | S. C. No. 96 | Sept. —, 1922 | Oct. —, 1922 |
| | Simpson | Sept. 8, 1922 | Sept. 13, 1922 |

[C. M. C. M. 3.]

(2) The medal itself represents participation in one operation, or other duty; while participation in two or more operations, or other duty, will be represented by the placing of a bronze star in the center of the ribbon. One star for each expedition in excess of one.

(3) To be entitled to this expeditionary medal, or the bronze stars, members of the above expeditions or detachments must have actually served ashore in the foreign countries mentioned, for the purpose of protecting American or other foreign interests, during all or part of the period between the dates set forth.

## GOOD-CONDUCT MEDALS

## 8-13

(1) **Eligibility.**—When a man is discharged upon the expiration of his first enlistment with a final average marking of 4.6 or over in obedience and sobriety, and a final average marking of 4.0 or over in military efficiency, neatness and military bearing, and intelligence, and is recommended therefor by his commanding officer, he may be awarded a good-conduct medal. When a man is discharged, transferred to Fleet Marine Corps Reserve or retired, upon the expiration of a subsequent enlistment with a final average marking of 4.8 or over in obedience and sobriety, and a final average marking of 4.0 or over in military efficiency, neatness and military bearing, and intelligence, and is recommended therefor by his commanding

officer, he may be awarded a good-conduct medal, or a good-conduct bar if he is in possession of a medal. An enlisted man discharged with above markings, after not less than two years' service in his enlistment, to accept an appointment in the naval or military service is eligible for a good-conduct award.

(2) **Extension of enlistment.**—If a man has extended his enlistment and is discharged, transferred to the Fleet Marine Corps Reserve, or retired during or upon the expiration of such extension, he will likewise be eligible for a good-conduct award. If the discharge, transfer to Fleet Marine Corps Reserve, or retirement, is upon the expiration of a 4-year extension, or of extensions aggregating 4 years, the man will be eligible for an award for the original enlistment and to an additional award for the extension.

(3) **Court-martial men not eligible.**—Ordinarily, recommendation for a good-conduct medal should not be made in the case of a man who during his current enlistment has been convicted by a court martial, other than a deck court, and whose sentence has been approved by proper authority; but if a recommendation for a good-conduct medal is made in such a case, the reasons therefor shall be given over the commanding officer's signature.

(4) **Recommendation.**—At posts having a company organization the markings shall be entered personally and signed by the man's company commander, who shall also make recommendations as to good-conduct medals and bars. Commanding officers of such posts shall satisfy themselves that company records are properly kept and that company commanders comply with the provisions of this article. In cases where the commanding officer of a post does not agree with the markings for transfer or discharge or the recommendations in regard to good-conduct medal or bar, his recommendation with reasons therefor shall be given over his signature.

(5) **Awards.**—Good-conduct medals and bars are awarded by the Commandant of the Marine Corps, and by the departmental commander in the Department of the Pacific. Good-conduct medals and bars may also be awarded by the commanding officer of a post or organization when specifically authorized by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(6) **Delivery.**—The medal or bar will be delivered with the discharge certificate, or where this is impracticable will be delivered or forwarded as soon as possible thereafter.

(7) An enlisted man shall not be deprived of a good-conduct medal or pin except by conviction for an offense committed in a prior enlistment in which a good-conduct medal or pin had been previously held to have been earned but not bestowed.

### VICTORY BUTTONS

### 8–14

(1) Bronze and silver victory buttons will be issued to members and former members of the Marine Corps who served honorably therein between the dates of April 6, 1917, and November 11, 1918, and to those who entered the naval service on or after November 12, 1918, and prior to March 30, 1920, and served not less than 10 days on shore in northern Russia or Siberia or who were attached to one of the following vessels: *Albany*, *Brooklyn*, *Des Moines*, *Eagle No. 1*, *Eagle No. 2*, *Eagle No. 3*, *New Orleans*, *Sacramento*, *South Dakota*, or *Yankton.*

(2) Silver victory buttons are awarded only to officers and men who were wounded or gassed in action during the World War.

### RESERVE BUTTONS

### 8–15

Each member of the Marine Corps Reserve will be issued a Marine Corps Reserve button to be worn with civilian dress only.

### HONORABLE-DISCHARGE BUTTONS

### 8–16

(1) To each member of the Marine Corps who may be honorably discharged from the service there will be issued a Marine Corps honorable-discharge button to be worn only with civilian dress.

(2) To each member of the Marine Corps Reserve, who has had 30 days or more of active service, there shall be issued one of these buttons upon honorable discharge from the Marine Corps Reserve. [C. M. C. M. 3.]

(3) The buttons will be furnished the various stations by the Director, Personnel Department, upon requisition. [C. M. C. M. 3.]

(4) Former members of the Marine Corps who have been issued buttons will be permitted to purchase duplicate buttons upon request to the Director, Personnel Department. [C. M. C. M. 3.]

### FRENCH FOURRAGERE

### 8–17

(1) The Fifth and Sixth Regiments, United States Marines, having each received three citations in the French Orders of the Army, for service at Belleau Wood from June 2 to 13, 1918, Soissons on

July 18 and 19, 1918, and Champagne from October 1 to 10, 1918, and the Sixth Machine Gun Battalion, United States Marines, having received two citations in the French Orders of the Army, for service at Belleau Wood from June 2 to 13, 1918, and Soissons on July 18, and 19, 1918, have been awarded the fourragere of the colors of the ribbon of the croix de guerre (green and red) by the French Ministry of War. This award having been accepted by the War Department on behalf of these organizations, the said fourragere becomes a part of the uniform of the above-mentioned units and will be issued to officers and enlisted men who may become members of these organizations. The Fourth Brigade, United States Marines, received one citation in the French Orders of the Army, as an organization; this, however, is the same as that covering the corresponding period for which the Fifth and Sixth Regiments and the Sixth Machine Gun Battalion were cited.

(2) In order that an individual may be entitled to wear the said fourragere at all times, regardless of whether or not he is serving with the unit so decorated he must have been attached to the organization on at least two occasions covered by the above dates.

## 8–18

**Gratuitous issues.**—All decorations, medals, badges, ribbons, and auxiliary insignia will be gratuitously issued to officers and enlisted men who are entitled thereto; also to former officers and enlisted men who have been honorably separated from the naval service. Duplicates will be gratuitously issued to enlisted men in the service, and will be sold at cost price to officers and former officers and men upon presentation of satisfactory evidence that the original was lost, destroyed, or rendered unfit for use without fault or neglect on the part of persons to whom originally furnished, except as otherwise provided in article 1709(9), N. R.

## 8–19

(1) **Ribbons, fourrageres, and auxiliary insignia.**—An allowance of not more than one ribbon for each decoration presented by the United States Government, one ribbon (with stars or Maltese cross when required) for each service medal, one good-conduct ribbon (with numeral, when required), and one fourragere, is prescribed for gratuitous issue during an enlistment, if necessary, to each enlisted man entitled thereto.

(2) Ribbons, stars, Maltese crosses, numerals, and fourrageres issued in excess of allowance will be charged to enlisted men at invoice prices. Officers requiring additional ribbons, fourrageres, etc., may purchase them.

## 8-20

**Wearing medals while undergoing punishment.**—The commanding officer may forbid the wearing of medals by any person undergoing punishment. (See art. 1711(2), N. R.)

## 8-21

**Insignia withheld.**—No decoration, medal, badge, ribbon, or other insignia herein described shall be awarded or issued to any individual, or to the representative of any individual, whose entire service subsequent to the time when his right thereto arose shall not have been honorable, unless such right shall be absolute under the law.

## 8-22

(1) **Decorations awarded by foreign governments may not be accepted without consent of Congress.**—No person holding any office of profit or trust under them (the United States) shall, without the consent of Congress, accept of any present, emolument, office, or title of any kind whatever from any king, prince, or foreign state. (See Constitution, art. I, sec. 9, cl. 8.)

(2) **To be tendered through Department of State, not to be delivered without authority from Congress.**—Any present, decoration, or other thing, including citation, which shall be conferred or presented by any foreign government to any officer or enlisted man of the United States, civil, naval, or military, shall be tendered through the Department of State, and not to the individual in person, but such present, decoration, or other thing shall not be delivered by the Department of State unless so authorized by act of Congress. (See sec. 3, act of Jan. 31, 1881.) (5 U. S. C. 115.)

(3) When the bestowal of a foreign decoration is made under such circumstances that its refusal would prove embarrassing to the power conferring it, the individual may accept it. He should, at the same time, inform the donor that he is accepting it subject to the approval of Congress, and forward the decoration and diploma or other thing to the Bureau for further transmittal to the Department of State. He should not obligate himself or the United States in any way.

## 8-23 to 9-0

# CHAPTER 9

# CORRESPONDENCE

Section 1. Articles 9–1 to 9–21. General.
Section 2. Articles 9–31 to 9–41. Dispatches.
Section 3. Articles 9–61 to 10–0. File Systems.

## *Section 1.—GENERAL*

### CORRESPONDENCE

### 9–1

**Addressed to Major General Commandant.**—All communications relating to details of officers, transfers, applications for orders or for revocation thereof, as well as applications for leaves of absence and furloughs which are not granted by other authority, and applications for extension of such leaves and furloughs beyond 30 days shall be addressed to the Major General Commandant and forwarded through official channels.

### 9–2

**From officers at Headquarters.**—All official communications between officers of the corps stationed at Headquarters and other officers (except letters containing money and checks and such routine correspondence by or with officers of or between the staff departments as requires no action of the Major General Commandant) shall be sent via the Major General Commandant.

### 9–3

**General officers** of the Marine Corps commanding departments, posts, stations, brigades, or other organizations of the Marine Corps, will be addressed, and will style themselves in all official correspondence as "The Commanding General," followed by the name of the department, post, station, etc.

## 9–4

**Names in full.**—To avoid error, confusion, and delay in conducting correspondence, official communications containing the names of officers or enlisted men shall in every instance give both the Christian and the surname of such officers and enlisted men written in full, except middle names, for which initials only may be used. In case there is more than one enlisted man of the same name at a given post or station, the one to whom it is intended to refer must be identified by giving his Christian, middle name, and surname in full; also the place and date of his enlistment, or otherwise.

### REGISTERED MAIL

## 9–5

(1) The Post Office Department considers that its responsibility ceases with the delivery of registered mail to a duly authorized mail orderly, and that in the event of its loss after delivery to him the sender must look to the naval authorities for reimbursement.

(2) Commanding officers will require every person handling registered mail to receipt for it, making sure that such mail is delivered to and signed for by the person to whom it is addressed. Registry receipt books will be kept for this purpose.

### PERSONAL MAIL

## 9–6

When mail is received at a post for an officer or enlisted man who at the time of receipt is not attached to the post the mail will be disposed of as follows:

(1) If for an officer or enlisted man whose address is known, as in case of those recently transferred, etc., the mail will be redirected and forwarded to that address.

(2) In all other cases the mail will be forwarded to the ~~Adjutant and Inspector~~ Director Personnel, Headquarters, Marine Corps.

### RELATING TO PAYMASTER'S DEPARTMENT

## 9–7

(1) Vouchers for current pay and allowances and routine correspondence relating thereto should be forwarded direct to the proper disbursing officer.

(2) Indorsements affecting pay, mileage, transportation, and traveling expenses shall be placed on the face of the original order involv-

ing travel, if practicable, otherwise on the back of the order. Such indorsements shall never be placed on sheets which might be detached from the original order.

(3) **When chief pay clerk or pay clerk signs.**—During the temporary absence of a disbursing officer, exceeding 1 day, the senior chief pay clerk or pay clerk on duty in his office may enter the name of the disbursing officer under the phrase "For and in the absence of," and sign the communication over his title. This, however, should not be considered authority for signing bills of exchange, requisitions for funds to be deposited in the Treasury to the official credit of a disbursing officer, or any part of the papers included in the accounts of any disbursing officer. This has equal application to chief pay clerks and pay clerks deputized as well as those not so deputized.

(4) Applications to the Comptroller General of the United States, under the Act approved July 31, 1894 (31 U. S. C. 74), for his decision upon any question involving a prospective payment, shall be forwarded through the usual official channels to the Navy Department for transmission to that officer. The above does not apply, however, to a request for decision by the Comptroller General when an appeal is made by a disbursing officer from a disallowance appearing in the statement of differences.

(5) **Carbon copies.**—In all offices of the Paymaster's Department, where outgoing communications are addressed to or forwarded through another office of the Paymaster's Department, an extra copy on yellow-tinted paper should be forwarded with such communication for retention in the receiving office.

(6) Where enclosures accompany communications a copy of such enclosures on yellow-tinted paper should be transmitted if such enclosures are either prepared or copied in the sending office; otherwise the receiving office will prepare such copies as are required for its files. The method may be stated as follows: Where an office prepares a paper or makes a copy of all or part of the enclosures, it should at the same time prepare yellow-tinted copies for the office to or through which the papers are to be sent. The adoption of this method will largely reduce duplication of work.

(7) Carbon copies of such communications, on white paper, should be sent to the officer, post, or office having interest in such correspondence.

(8) **Authorizing expenditures.**—A written communication to authorize the payment of public money, either directly or indirectly, as credits in an account must show official action by the actual signature of the proper officer having authority to sign, who may not delegate his authority to sign by the use of his typewritten name with the initials of a clerk or other officer signed thereunder. (26 Comp. Dec. 787.)

## RELATING TO QUARTERMASTER'S DEPARTMENT

### 9–8

(1) **Matériel.**—Communications from shore stations concerning matériel of the Quartermaster's Department intended for consideration at Headquarters, shall be addressed by the commanding officer or post quartermaster to the Quartermaster. Such communications from stations within the Department of the Pacific, shall be transmitted via the Commanding General of that department, except in emergencies and specific cases where great haste is necessary, communications may be sent direct to Headquarters, U. S. Marine Corps, furnishing copies to Headquarters, Department of Pacific. [C. M. C. M. 1.]

(2) **Personnel.**—Communications concerning the personnel of the Quartermaster's Department shall be addressed to the commanding officer, and by him forwarded to the Quartermaster, for reference to the Major General Commandant.

(3) **From depots.**—In relation to matters of the Quartermaster's Department intended for consideration at Headquarters, the assistant quartermasters in charge of depots of supplies will address all official communications to the Quartermaster, except as provided in article 9–1. All official communications from depots of supplies intended for Headquarters will be forwarded direct to the Quartermaster.

(4) **Contractors.**—Official mail matter addressed to contractors and other persons not in Government service will be sent direct.

(5) Public bills for supplies and services originating at the several posts of the corps will be forwarded direct to the disbursing officer designated to pay them, except accounts payable by the disbursing officer, Quartermaster's Department, Headquarters, Marine Corps, which will be addressed to the Quartermaster.

## USE OF OFFICIAL ENVELOPES AND LABELS

### 9–21

The following instructions will be observed when using official envelopes or labels for the transmission of official mail: The words "Navy Department," followed by the official designation and address of the sending office or activity, and thereunder the words "Official business," will be stamped or printed in the upper left-hand corner of the envelope or label, for example:

Navy Department
Office of the Commanding General
Marine Barracks, Parris Island, S. C.
Official Business

In the upper right-hand corner of the envelope or label will be stamped or printed the penalty clause, i. e., "Penalty for private use business," will be stamped or printed in the upper left-hand corner of the envelope or label, for example:

Navy Department
Office of the Commanding General
Marine Barracks, Parris Island, S. C.
Official Business

In the upper right-hand corner of the envelope or label will be stamped or printed the penalty clause, i. e., "Penalty for private use to avoid payment of postage, $300," and nothing else. Officers in charge of Post Exchanges may use penalty envelopes for sending in the mails free of postage bills for articles purchased from the exchanges and other correspondence relating to the conduct of the official business thereof. Such envelopes may not, however, be used by the exchanges in soliciting customers, the delivery of goods, or in returning merchandise to the manufacturers and wholesalers.

[C. M. C. M. 3.]

## *Section 2.—DISPATCHES*

### GENERAL

### 9–31

(1) The telegraph, telephone, cable, and radio will be used only in cases of necessity, in which the delay consequent upon transmission by mail would be prejudicial to the public interests.

(2) In the preparation of dispatches to be transmitted by United States Naval Communication facilities, current Naval Communication Instructions will be followed.

### 9–32

Telegrams, cablegrams, and commercial radiograms shall be brief and so worded as to be intelligible without the use of punctuation marks, if possible. When this cannot be devised, the necessary punctuation marks shall be included in the message.

### 9–33

**Night letters.**—If a commercial dispatch prepared in the afternoon will not be received at destination prior to the closing hour, it will be forwarded at night rates. Night letters should be utilized whenever practicable in the interest of economy.

### 9–34

**Confirmation.**—Confirmation copies are not used unless conditions are such as to indicate their necessity, in which cases copies should be sent and clearly marked "Confirmation."

### ON OFFICIAL BUSINESS

### 9–35

(1) Telegrams, cablegrams, or radiograms sent on official business by officers while in travel-expense status will be prepared in duplicate, on Standard Form 14A, or in emergency on commercial forms, and will be paid for in cash from personal funds at the time of filing. Such telegrams, cablegrams, or radiograms will be certified in duplicate over the officer's signature as follows: "Certified official business and paid in advance at Government rate in the amount receipted for below." A receipt in the following form will be entered by the officer concerned on each copy of all such messages: "Received $————, in payment of this message." The receipt of the telegraph, cable, or radio company will be obtained on both copies of such messages and the duplicate copy of the message will be filed with the officer's expense voucher prior to submitting such voucher to the Paymaster's Department for reimbursement.

(2) Messages pertaining to matters of a personal nature, or for convenience or in the interest of the sender, received at any post or station of the Marine Corps will not be transcribed to official forms and quoted to the interested person at some distant point in an attempt to place such message on an official basis.

(3) Telegrams, cablegrams, or commercial radiograms sent by individuals not in the naval service for the convenience or in the interest of the sender, and the replies made thereto by telegraph, cable, or radio will not be transmitted at Government expense. Such messages will not be prepared on official forms, and when prepared on commercial forms will not be certified "Official business." Commercial messages should be sent prepaid and where a reply is desired, arrangements should be made by the person desiring the information to have such reply sent prepaid. Where the sender desires a reply, but fails to arrange to have it prepaid, or where such reply is sent on a commercial form "Collect" and the addressee does not receive such reply, due to previous departure or for other causes, the question as to the payment for the services rendered in such cases is one for settlement between the person desiring the information, the one making the reply, and the telegraph, cable, or radio company, as the Marine Corps does not act in the capacity of a collecting agency for such companies in cases of this character.

(4) When an individual in the Marine Corps sends a telegram, cablegram, or radiogram making application for leave of absence, or extension of leave, or makes an inquiry of a personal nature or as to whether leave has been granted, such telegram, cablegram, or radiogram will not be transmitted at Government expense, nor be prepared on official forms. Messages of this nature should be sent prepaid on commercial forms. The answers when strictly personal, for the convenience or in the interest of the addressee should not be transmitted at Government expense, but should be prepared on commercial forms and sent "Collect." Messages of this kind will not be billed on public vouchers. Answers when addressed by proper authority to an individual in the naval service, either authorizing an extension of his leave or denying said extension, are official business and should be transmitted at Government expense on the official Government forms. (Op. J. A. G., file 4400–347, 27 Sept. 1922.)

(5) Telegrams sent "Collect" by private individuals, if strictly on Government business, and authorized by proper authority, may be paid for by the United States.

(6) When an officer or enlisted man of the Marine Corps absent on leave or furlough applies to the proper administrative officer for an extension of his leave or furlough and that officer, not having authority to act thereon, telegraphs the Major General Commandant, or such other properly authorized administrative officer for the necessary authority, such messages are considered official business, and should be paid for from the public funds at the regular Government rates. (14 Comp. Dec. 940.)

### PREPARATION OF DISPATCHES

### 9-36

(1) Messages are subject in all respects to the prevailing commercial count of chargeable words, and the address and signature of domestic messages are transmitted free, in accordance with the commercial practice.

(2) The minimum length of a domestic Government telegram is 10 words, not counting the address and signature; i. e., from 2 to 10 words may be sent to a given point for the same charge as one word. In messages between points in the United States groups of figures and ordinal numbers composed of figures and any of the affixes "st," "d," "nd," "rd," and "th" are counted at the rate of five characters or fraction thereof as one word. In groups consisting of figures and letters, other than ordinal numbers consisting of figures and an ordinal affix, each uninterrupted sequence of letters and each uninterrupted sequence of figures (a fraction bar, period or decimal point, comma, colon, dash, or hyphen being counted as a figure) will be counted at the rate of one word for every five characters or less. The foregoing regulations apply when groups consisting of figures, groups of figures and marks, or groups consisting of figures and letters are used in their normal sense and not as a cipher or code. The following punctuation marks in the text of a message are not counted or charged for: the comma, period, colon, semicolon, dash or hyphen, quotation marks, parentheses, question mark, apostrophe. The word "stop" and words designating punctuation marks such as the word "comma," "period," "paragraph," etc., will be counted and charged for. In messages to and from points outside the United States, punctuation marks will be counted and charged as one word each except " " (quotation marks) and ( ) (parentheses) one word.

(3) The charge for United States Government messages is 60 percent of the tolls for a commercial full-rate message, day letter, or night letter. The minimum charge for any day (full rate) message is 25 cents, any day letter is 45 cents, and any night letter is 30 cents. A day letter shall be charged for as a day letter or a day (full rate) message, according to which of these classifications shall produce the lower charge for the particular message. In no case shall the rate charged for a United States Government message exceed the amount charged for a commercial message of the same class of service and of the same length between the same points. United States Government messages charged on the commercial-rate basis when lower should, nevertheless, be checked "Government" to identify them as on official Government business.

(4) Unless a telegram exceeds 10 words when written in ordinary English, it will not be enciphered, except for the purpose of secrecy.

(5) In counting the words of domestic telegraphic messages the

following rules will be observed: Names of cities and places, when used in the body of messages to designate such cities or places, and words properly connected by a hyphen will be counted as one word; numerals will be expressed in figures. Names of places and persons when given to things will be counted according to the number of distinct words in each. Names such as Van Voorhees, or St. Thomas, will be counted as one word. All words contained in the body of an official telegram will be counted. The name, title, and address of the party to whom an official telegram is sent and the name of the sender, when not coded or abbreviated, will not be counted and charged for, nor the name of the place from which sent, date, and the words "Official Business," which should appear on each telegram. Except where satisfactory evidence is submitted, showing that payment has not already been made, and no charge will thereafter be made in cases of loss or destruction of the original sent messages, no settlement with the telegraph company will be effected unless the original sent message covering the charge is attached to the bill presented for payment.

(6) Whenever special delivery is necessary to expedite the delivery of an official telegram, or where the place of delivery is located beyond the established free-delivery limit, the officer filing the telegram should mark it "Special delivery, charges paid." Special-delivery charges should be included in the bill of the telegraph company transmitting the telegram. If the addressee lives at such a distance from the telegraph office as to make the special-delivery charges excessive, and the delay will not be of a serious nature, the telegram should be marked: "By mail from ______________," indicating the name of the telegraph office from which the telegram should be mailed.

(7) Where the facilities are equal and the interests of the Government are properly served, telegraph service should be evenly divided between the Western Union and Postal Telegraph Companies.

## ADDRESSES

## 9-37

(1) Telegrams for Headquarters Marine Corps will be addressed "Marine Corps, Washington, D. C." It is not necessary to indicate whether for the Major General Commandant, the Adjutant and Inspector, the Quartermaster, the Paymaster, or other official at Headquarters.

(2) In the preparation of official telegrams, cablegrams, and radiograms on Standard Form 14A at places other than marine barracks, the street and number address in addition to the name of the city will be entered in the space opposite "Sent from" in order that the local manager of such company may have the complete address of the originating office to whom monthly bills will be submitted for the rendition of usual vouchers to cover such accounts.

### TELEGRAPH BLANKS

### 9–38

Blank forms for official telegrams will be furnished by the Quartermaster's Department. All telegrams must be sent as paid and the original sent messages forwarded with the bill for payment except as otherwise provided for in this chapter. The original telegram will be signed by the sending officer and forwarded to the telegraph company for use in transmission, same to be returned at the end of the month in support of the company's bill. Original messages are those bearing marks of transmission, such as initial of sender, receiver, and the time of dispatch of the operator sending the message.

### PAYMENT

### 9–39

(1) In settling accounts for telegrams which pass over lines of more than one company (bond-aided excepted), payment may be made on the original telegram to the initial company for the entire services.

(2) The cost of telegraphic inquiries relative to stragglers or deserters, addressed to officers in the military or naval services, will be paid from Government funds, provided the official records show that the men in question were actually stragglers or deserters at the time the inquiries were made. (1 Comp. Gen. 272.) (See art. 18–75 and 18–76.)

(3) Questions arising in connection with the payment of charges for the transmission of telegrams, cablegrams, or radiograms which the disbursing officers concerned may consider prohibited, with regard to matters of a personal nature, or for the convenience or in the interest of the sender, or messages erroneously prepared on official forms, or collect messages erroneously certified official business, will be submitted to the proper administrative officer for instruction as to payment.

(4) Vouchers to cover such accounts will be prepared on the proper form by the local billing office of the telegraph, cable, or radio company rendering the service, in the name of such company, and, accompanied by the originals of sent paid messages and the carbon or tissue copies of received collect messages, will be submitted to the proper disbursing officer for payment direct to such local billing office.

### TELEPHONES IN PRIVATE RESIDENCES

### 9–40

Government funds will not be expended for the installation of telephone service in any private residence or apartment (which includes public quarters assigned to officers and others for use as private residences), or for tolls or other charges for telephone service from private residences or private apartments, except long-distance telephone calls required strictly for the public business, and so certified on vouchers covering the expense and approved by the commanding officer.

### 9-41

The unofficial use by officers, enlisted men, and employees, of Government telephone facilities, under written or implied contract with the United States for which the Government is responsible, is prohibited except in cases of emergency. Where, however, in emergency, the telephone facilities are used for unofficial business, the value of each call will be collected from the user and transmitted to the disbursing officer, Quartermaster's Department, Headquarters, Marine Corps, Washington, D. C., at the end of the month in which the collection was made, except as noted in articles 17-89 and 22-20 (4). (See Art. 23-19 (34).)

## *Section 3.—FILE SYSTEMS*

### PAYMASTER'S DEPARTMENT

### 9-61

In the office of the Paymaster and each disbursing officer the subjective classification of correspondence, based on the Dewey decimal system, shall be used in recording and filing correspondence. Disbursing officers on expeditionary duty or in the field should follow the same system as far as practicable, procuring the necessary instructions, code, etc., from the Paymaster.

### 9-62 to 10-0

## CHAPTER 10

# RECORDS AND REPORTS

| | | |
|---|---|---|
| Section 1. | Articles 10–1 to 10–14. | Muster Rolls. |
| Section 2. | Article 10–15. | Rosters. Reports of Strength |
| Section 3. | Articles 10–16 to 10–18. | ~~Trimonthlies~~ and Change Sheets. |
| Section 4. | Articles 10–19 to 10–20. | Punishments. |
| Section 5. | Article 10–21. | Record of Events. |
| Section 6. | Articles 10–22 to 10–25. | Reports on Fitness. |
| Section 7. | Articles 10–26 to 10–29. | Officers; Addresses and Movements. |
| Section 8. | Article 10–30. | Reports in the Department of the Pacific. |
| Section 9. | Articles 10–31 to 10–40. | Reports, Paymaster's Department. |
| Section 10. | Articles 10–41 to 10–60. | Annual Report of Activities. |
| Section 11. | Articles 10–61 to 10–70. | Disposition of Records and Correction of Papers. |
| Section 12. | Articles 10–71 to 10–120. | Service-Record Book of Instructions. |
| Section 13. | Articles 10–121 to 11–0. | Miscellaneous. |

### *Section 1.—MUSTER ROLLS*

### 10–1

(1) **Defined.**—Muster rolls are permanent records of military facts pertaining to organizations and personnel of the Marine Corps, the Marine Corps Reserve, and other armed services attached to the Marine Corps.

(2) **Purpose.**—The purpose of muster rolls is to periodically account for facts and military data of all organizations and personnel of the Marine Corps, both regular and reserve, and personnel attached from other armed services.

(3) **Importance.**—The importance of correct muster rolls cannot be overemphasized. From the information contained therein military histories of organizations, officers, and enlisted men are compiled and facts of service determined. Muster rolls are used as authentic sources of information for the adjudicating of claims, pensions, etc. Their data are acceptable to the various departments of the Government and before courts long after their makers and the men whose names appear therein have been separated from the service. Muster rolls on file at Headquarters Marine Corps are continuous from 1798 and are constantly being referred to for data, both individual and collective. Little correspondence, if any at all, is available to support the entries of the older rolls, therefore the value of these records cannot be overestimated. Since it is possible that the muster rolls being written today will in a comparatively few years be, at least in part, unsupported, accuracy and completeness are mandatory.

## 10–2

(1) **By whom rendered.**—Muster rolls will be rendered by all organizations of the Marine Corps, and by officers and men on separate duties, as follows:

(*a*) ORGANIZATIONS OF THE REGULAR MARINE CORPS—

1. Marine barracks or marine detachments ashore when there is but one organization for the entire command.
2. Companies, headquarters detachments, rifle-range detachments, service detachments, sea school detachments, etc., when any or all of such organizations are serving under a common command at a barracks, embassy, legation, or post.
3. Companies of organized brigades, regiments, or battalions.
4. Aviation squadrons.
5. Recruiting divisions.
6. Marine detachments of ships.
7. Inspector-instructors of reserve organizations, for themselves and their assistants.

(*b*) OFFICERS AND ENLISTED MEN ON SEPARATE DUTIES.—Personnel who have been detached or transferred from their organizations and are serving on separate duties away from a Marine Corps organization. Such details include Fleet Marine Officers, officers on separate General Court-Martial duty, Naval Attachés, etc., and personnel serving at various schools, universities, embassies, legations, etc. The senior officer or enlisted man present is charged with the rendition of such roll.

(*c*) OTHER ORGANIZATIONS will submit rolls as may be directed by the Major General Commandant.

(*d*) OTHER BRANCHES OF THE SERVICE.—When members of the Army, Navy, Coast Guard, or other armed services are attached to and serving with the Marine Corps, they will be carried on the muster roll of the organization with which serving.

(*e*) ORGANIZATIONS OF THE MARINE CORPS RESERVE.—

1. Aviation units.
2. Aviation squadrons.
3. Companies of battalion organizations.
4. Units of reserve districts.
5. Reserve organizations in rendering muster rolls use the same form, and, insofar as is applicable, the same type of remarks as is used in the preparation of regular Marine Corps unit muster rolls.

(2) **Composition of command.**—The senior officer of every post and of every organization at a post, where the command consists of more than one unit, shall have entered on the last sheet of every muster roll of the headquarters unit, immediately following the last entry on the roll, a list of the units composing his command (by companies, battalions, regiments, etc.) as of the last day of the period for which the roll is rendered, and a statement of changes of composition of the command, by organizations, which have been effected during the period.

## 10–3

(1) **When rendered—Organizations of the Marine Corps and officers and enlisted men of the Marine Corps serving on separate duties** will render muster rolls monthly, for calendar months. A separate roll will be rendered for that portion of a calendar month involved when a unit is organized or disbanded during the month, or in the cases of personnel serving on separate duties being detailed to or relieved from such duties during the month. No one muster roll will cover periods involving fractional parts of consecutive calendar months although a muster roll may contain single remarks covering such periods. When an organization ceases to exist a final roll will be rendered.

(2) **Organizations of the Marine Corps Reserve** will render muster rolls monthly, using the same form and, insofar as is applicable, the same type of remarks as in the preparation of rolls of regular Marine Corps Units. [C. M. C. M. 1.]

(3) **Dates.**—All dates entered on muster rolls will be inclusive.

## 10–4

**Signature.**—The roll will be signed immediately after the last entry therein by the officer in command or by the noncommissioned officer in charge of the organization rendering the roll, or by the officer authorized by the Major General Commandant, or by the senior of officers or men serving separately, stating the name, rank, and office, as appropriate in each case. Personnel signing muster rolls will be held responsible for the correctness of entries appearing therein.

## 10–5

(1) **Forwarding.**—All muster rolls shall be forwarded to the ~~Adjutant and Inspector~~. Director, Personnel Department.

(2) In addition, the following organizations and personnel will furnish the Commanding General, Department of the Pacific, a carbon copy of each muster roll submitted.

(*a*) Units, and personnel serving on separate duties, located on the Pacific coast, on island possessions in the Pacific, and in the Far East.

(*b*) Detachments and Fleet Marine Officers serving on board vessels in the Pacific.

(3) In the lower left-hand corner of the last page, on the last line, will be entered the notation "Forwarded" followed by the date on which forwarded, and in cases of organizations afloat, the place from which forwarded.

(4) Muster rolls shall not be folded.

## 10–6

**How written.**—Muster rolls will be prepared on forms NMC–107 and NMC–107a. They will be typed with black record ribbon. Entries must be clear with no erasures or interlineations. No blank lines will be left between entries nor between the last entry in the column of remarks and the signature to the roll. Original rolls only are acceptable for use in Headquarters Marine Corps.

## 10–7

Each sheet will be headed by the full designation of the unit (company, battery, squadron, battalion, regiment, brigade, etc.), location on the last day of the period for which the roll is rendered, and the dates covered by the roll. All sheets will be numbered consecutively.

## 10–8

**First sheet** (NMC–107).—On the face of the first sheet will be recorded the following:

(1) **Heading.**—Designation of unit, location on last day of period, and inclusive dates for which roll is rendered.

(2) **Recapitulation.**—Strength of command at beginning of period, joinings and separations, and strength on last day of period. In order to reconcile differences in totals of each grade and rank in line "Attached at end of period" notation will be made below recapitulation under "NOTES" showing promotions and reductions during period, e. g., "Promotions: 3 sgts fr corp; 1 corp fr pfc. Reductions: 1 corp fr sgt."

(3) **Notes.**—The following data will also be entered under "NOTES":

(*a*) When a unit is organized, ~~or~~ disbanded or changing designation during the period, the authority for such action, with effective dates.

(*b*) When a unit changes location during the period, the inclusive dates of all locations and the means of travel between stations. In the cases of cruising ships entry will be made to cover all ports of call and time at sea.

(*c*) When a unit is serving on temporary duty away from its permanent station, the inclusive dates of such duty, temporary location, and authority therefor.

(*d*) The following dates of temporary duty will govern: date of beginning of temporary duty will be the date of departure from permanent station. Date of termination of temporary duty will be the date of return to old station or date of permanent assignment to new station.

### 10–9

Reverse of first sheet (NMC 107) and both sides of subsequent sheets (NMC 107a) are divided into four columns:

(1) **"No." column.**—In this column the names in each grade or rank will be numbered consecutively in the body of the roll and under each separate heading. Names in each grade or rank will begin with the number "1."

(2) **"Rank and name" column.**—(*a*) Rank headings will be indented three spaces from the left, in the order of seniority, on a line immediately above the first name in each grade or rank. They will be written in capital letters and underscored in ink, preferably red, but not by typewriter. In cases of reservists, classes will be entered in Reserve numerical order, the lowest first.

(*b*) Names will be placed at the extreme left of this column in alphabetical order, immediately under appropriate grade or rank headings. The surname, written in capital letters, will be placed first, followed by the Christian name in full and initials of middle names, if any, on the same line.

(*c*) **Same person's name appearing twice.**—A person's name will not appear twice on a roll except in the case of a man who is discharged from the rejoins the organization by reenlistment, retransfer, or acceptance of commission or warrant during the period covered by the roll, in either of which cases his name will appear under the separate heading "Discharged" and also in the body of the roll. For example:

> (Under "Discharged")—"1–14, clk CO office; 15, exp enl, char Exc; awd GCMed."
> (In Body of roll)—"16, jdreenl; 16–31, clk CO office."

(3) **"Enlisted" column.**—(*a*) In cases of joinings, discharges, and similarity of names, the dates of enlistment will be shown in the "enlisted" column as follows:

> Regular Marine Corps: date of enlistment.
> Marine Corps Reserve, Class I (b), (c), and (d): date of last enlistment in regular Marine Corps.
> Marine Corps Reserve, Class I (e), Class II (b), and Class III (b), III (c), and III (d): date of enlistment.

(*b*) The figures of the day of the month will be entered first, followed by the first three letters of the month, and the last two figures of the year, omitting punctuation marks, e. g.,

> "30Sep37" "6Jul38."

(4) **"Remarks" column.**—In this column must be stated opposite the names concerned, facts of service which are of vital importance to individuals and to the Marine Corps. Such entries will be made in chronological order and in compact form, using abbreviations authorized in ~~Article 1–64~~. current Marine Corps Order.

## 10–10

(1) **Body of the roll and headings.**—The "body of the roll" (reverse of NMC 107 and subsequent sheets (NMC 107a)) will contain the names of all personnel who are members of the organization on the last day of the period for which the roll is rendered, and facts pertaining thereto.

(2) **Headings.**—Following the body of the roll, headings, under which names and remarks are to be entered, will be placed in the center of the page on the line following the last line used in the preceding entry and should be written in capital letters, underscored in ink, preferably red, but not by typewriter, and in the following sequence:

DETACHED
TRANSFERRED
RETIRED
DETACHED AND AWAITING RETIREMENT
RESIGNED
DISMISSED
DISCHARGED
DIED
DESERTED
ENLISTMENT CANCELLED
TEMPORARILY ATTACHED
STRAGGLERS AND DESERTERS
GENERAL COURT-MARTIAL PRISONERS
MARINE CORPS RESERVE (CLASS)
U. S. NAVY
U. S. ARMY
U. S. COAST GUARD
BOARD OF INSPECTION
FOOTNOTES

Only those headings under which entries are to appear will be used. Remarks pertaining to names listed under any of the above headings will show all facts of service for the period covered. For example, a man who joined the command on the 2d, served as post plumber until the 10th, was on furlough from 11th to 20th, and was transferred on the 21st would be shown as follows:

> (Under "Transferred") "2, jdfr SerCo, MB, Parris Island, S. C. 2–10, post plumber; 11–20, fur; 21, to MB, Quantico, Va."

## 10–11

**What "Remarks" should show.**—The following facts of service will be shown in the "Remarks" column, in chronological order opposite names concerned. Examples are given below as guides but should not be construed as covering every case that may arise. Refer to current Marine Corps Order ~~Article 1-64~~ for authorized abbreviations.

(1) **Absence without or over leave.**—(*a*) In excess of 24 hours: dates and hours of absence (the number of days or hours comprising such absence should not be shown), e. g.,

> "AWOL fr 7:30 a. m., 10, to 4:00 p. m., 14."

If a man is acquitted by court martial of the offense of absence without or over leave, or excuse for such an offense is accepted by his commanding officer, no entry will be made as to unauthorized absence, the acquittal or acceptance of excuse being an official determination that there was no unauthorized absence.

(*b*) In hands of civil authorities: the period of absence is the period from the unauthorized departure, or from the expiration of leave, as the case may be, until return to naval authority. Show dates and hours of absence, where confined, whether convicted (sentence, if any), acquitted, or released without trial, nature of offense, e. g.,

> "AOL IHCA fr 7:30 a. m., 5, to 11:30 a. m., 8, at Fredericksburg, Va. 7, conv of "disorderly conduct"; sent $50 fine."

(2) **Bandsmen.**—(*a*) Members of the Marine Band will be shown under their proper rank headings, as: Principal Musician, Second Class Musician, etc. Members of post or regimental bands will be shown under their Marine Corps ranks.

(*b*) When men perform duties as bandsmen, such facts will be shown in "Remarks" by the designation "Bandsman." Men under instruction with bands will be shown as "Band student."

(3) **Battle, expedition, affair, or skirmish** participated in by an officer or enlisted man: show date and nature of and location if permissible.

(4) **Confinement.**—All confinement, with inclusive dates and status, e. g.,

> (May roll) "24 only, conf AOH; 25–26, conf AT1 SCM; 27, SCM conv; 27–31 conf ART1 SCM."
>
> (Jun roll) "1–30, conf ser sent SCM; 27 May 37, conv SCM for AOL fr 7:30 a. m., 18 May 37 to 4:00 p. m., 24 May 37, sent 2 mos conf; app 1 Jun 37."

Confinement awarded as punishment by the commanding officer should be shown as well as confinement as a result of court-martial proceedings. Other forms of punishment awarded by the commanding officer need not be shown except in the cases of officers confined to quarters, limits of station, etc.

(5) **Deserted.**—Under the heading "Deserted": date and hour of desertion, date of desertion being the first day of unauthorized absence, e. g.,

> (Under "Deserted") "5, at 7:30 a. m."

See subparagraph (20) (d), "Joined," for cases in which desertion and return therefrom occur during the same month.

(6) **Detached and awaiting retirement.**—Officers detached and ordered home to await retirement will be dropped from the strength of the organization and shown under the heading "Detached and Awaiting Retirement." They should be so carried on the rolls of the organizations with which serving when ordered home until the effective date of retirement, which will be shown, e. g.,

(May roll) "1, det and ordered home to awt retirement."
(Jun roll) "1–30, at home awtg retirement."
(Jul roll) "1, retd."

(7) **Detached or transferred.**—(*a*) Upon detachment of an officer or transfer of enlisted man, show: post, ship, or station to which detached or transferred, and date, e. g.,

(Under "Detached" or "Transferred") "5, to MB, Quantico, Va."

(*b*) TRANSFERS VIA NAVAL VESSELS.—Men transferred from one organization to another via a vessel of the United States Fleet (other than a transport) carrying a marine detachment will be shown on the muster rolls under the heading "Temporarily attached." The remarks opposite their names should show all pertinent facts. Where applicable a footnote may be used.

(*c*) If sea travel is involved: show name of vessel, port and dates of embarkation and sailing, e. g.,

(Under "Detached" or "Transferred") "6 to MBNS, Guantanamo Bay, Cuba; emb and sailed fr Norfolk, Va. via USS *Henderson.*"

(*d*) When transferred to a post for further transfer to another post, station, or ship, such facts will be shown, e. g.,

(Under "Transferred") "7, to MB, NOB, Norfolk, Va., FFT MBSB, Coco Solo, C. Z."

(*e*) Men granted furlough upon transfer will be shown in the following manner:

(Under "Transferred") "8, by S/RS to MBNY, New York, N. Y., auth fur to 7Jul37."

(*f*) Leave or delay granted officers will be shown in the following manner:

(Under "Detached") "9, to MBNY, Boston, Mass., auth 15 das delay."

(*g*) Transfer to Fleet Marine Corps Reserve upon completion of over 16 or 20 years' service: show date, class, and Reserve District to which assigned, e. g.,

(Under "Transferred") "10, to Cl I (c), USMCR (F), 3d Res Dist."

(*h*) General court-martial prisoners transferred will be shown as such under the separate heading "General Court-Martial Prisoners," (subdivision) "Transferred," e. g.,

"11, to Portsmouth, N. H., a GCMP."

(*i*) When a man is sent to a naval hospital for treatment he will be transferred by staff returns to the nearest marine barracks. Remarks will show date, marine barracks to which transferred, and hospital to which sent, e. g.,

> (Under "Transferred") "12, by S/RS to MBNY, New York, N. Y., and to USNH, New York, N. Y., for treatment."

(8) **Died.**—Under the heading "Died" show date and hour, place, cause, whether or not Navy Department General Order No. 20 applies, and in the cases of enlisted men, character that would have been awarded if discharged. If death occurs while man is absent on authorized liberty or furlough, show date and hour of actual departure on such absence and authorized duration thereof. When interment is near unit to which man is attached, show date and place of burial, with grave location; when remains are forwarded to next of kin or to military or civil authorities, show date, place, and to whom forwarded, and final disposition if known. Example:

> (Under "Died") "2–3, sk USNH, Post; 3, died at 10:03 a. m., of 'pulmonary tuberculosis'; GO 20 does not apply; char Exc; 5, remains interred in Lot #478, Section "B," Forest Lawn Cemetery, Norfolk, Va."

(9) **Discharged.**—The following remarks will be shown under the heading "Discharged":

(*a*) Upon expiration of enlistment; date and cause, character awarded, good conduct medal or bar, e. g.,

"6 exp enl; char Exc; awd GCMed."

(*b*) Upon special order: date, cause, authority, and character awarded, e. g.,

> "7, SOMGC, own convn to accept warrant as MGun, auth MGC ltr 123456 ACA–ebb, 4Jun37; char Exc."

(*c*) Upon report of medical survey for disability: date, cause, misconduct or not own misconduct, and character awarded, e. g.,

> "8, upon report MS for disability, not result of own misconduct; char VG."

(*d*) As undesirable or inapt: date, cause, authority, and character awarded, e. g.,

> "9, as undesirable by reason of conv in a civil court, auth MGC ltr 789000 ACA–ec, 2Jun37; no char awarded."

(*e*) Upon sentence of court-martial: date, cause, kind of discharge, and character awarded, e. g.,

"1, with BCD, pur sent SCM app 26May37; char "BAD."

General court-martial prisoners when discharged will be shown under heading (subdivision) "Discharged," following the heading "General Court-Martial Prisoners."

(*f*) In all cases show number of days lost and cause, and number of days retained in the service, with cause, e. g.,

"* * * ret 7 das, GO 20."
"* * * lost 9 das, Art 10–99(1), MCM."

(10) **Dismissed.**—Under the heading "Dismissed" show effective date and cause.

(11) **Duties performed by enlisted men.**—(*a*) When men are detailed to special duties such as clerk, truck driver, messman, etc., which removes their names from the ordinary duty roster, show inclusive dates of such special duty, e. g.,

"2–20, clk CO office; 21–31, act Post SgtMaj."
"6–9, temp d to NP, Portsmouth, N. H., as guard."
"8–13, temp d to Lancaster, Pa., as escort remains late Pvt. John Doe, USMC."

When duties which are shown on a roll are performed during the entire month, dates may be eliminated but the duties performed should be stated.

(*b*) Fleet Marine Corps Reservists assigned to active duty will be shown on the roll under the heading Marine Corps Reserve (Class). The remarks will show the date and hour of leaving home and of joining station. Upon completion of active duty they will be shown under MCR (class) and "Transferred." The remarks will show date and hour of relief from active duty. (See art. 13–154 (3).)

(12) **Duties performed by officers.**—(*a*) Show all duties with inclusive dates, including membership on general courts martial, boards (except local boards of survey), post councils and post exchange councils. Membership on such bodies should be shown during the life of the court, board, or council itself, not merely for the days on which the body met, e. g.,

"1–14 and 20–31, PAdj; 15–19, lv; Member GCM and PE Council."

(*b*) Detail to duty in staff departments, detail as naval aviator, aide-de-camp, etc., and relief therefrom: show date designation received and effective, and authority, e. g.,

"29, recd desig AQM eff 25May37."
"14, recd desig NAP eff 1May37."

Subsequent rolls will show, at beginning of remarks, nature of such detail (while in force), e. g.,

"AQM; Post Commissary Officer."

(*c*) RETIRED OFFICERS ON ACTIVE DUTY.—Retired officers assigned to active duty will be shown in the body of the roll with the regular officers alphabetically under proper headings with the abbreviation "retd" after their names. The remarks will show the date assigned to active duty; date of leaving home; date of joining post, and duties performed. Upon completion of active duty the officers will be shown under heading "Detached" and the remarks will show date relieved and date of detachment. (See art. 24–149.) These officers will be carried with the Regular officers in the recapitulation and a notation of the number by rank shown under "Notes."

(*d*) When retired or Reserve personnel perform active duty without pay and allowances, remarks will show pertinent facts.

(13) **Enlistment cancelled.**—Under heading "Enlistment Cancelled" show date and authority. The cancellation of an enlistment dates from the date of enlistment, e. g.,

"3, enl cancelled as of 16May37, auth MGC ltr 101010 ACA–198–fm, 3Jun37."

(14) **Extension of enlistment.**—(*a*) When an enlistment is extended show date extension executed, number of years for which executed, and special considerations, if any, which resulted in the extension, such as, transfer to foreign station, detail to school, etc., e. g.,

"3, ext enl executed for 2 yrs to attend Clerical School, Philadelphia, Pa."

(*b*) When extension of enlistment becomes effective, show date, e. g.,

"29, ext enl eff."

NOTE.—Date of execution and date effective rarely occur during the same month, except in the case of reserves.

(*c*) When an extension of enlistment is cancelled show date cancelled and authority, e. g.,

"17, ext enl cancelled, auth MGC ltr 010101 ACD–abs, 17May37."

(15) **Flights.**—Performed by aviation personnel:

(*a*) Flights not of a routine nature and made for a specified purpose on order of authority higher than the commander of the post to which aviator is attached.

(*b*) Flights involving absence of 24 hours or more from regular station.

(*c*) Flights involving travel expenses of the aviator concerned.

(*d*) Forced landings with brief summary of any injuries to personnel.

(16) **Fraudulent enlistment or facts warrant presumption of fraudulent enlistment.**—Upon receipt of information leading to the presumption that an enlisted man has procured his enlistment through fraud and while an investigation of such facts is being conducted, muster rolls rendered subsequent to the time that fraudulent enlistment is discovered or suspected will show the following:

> "3–21, AAHA, facts warrant presumption frd enl."

Where, after investigation by Headquarters Marine Corps, it is determined that an enlistment was not procured by fraud, the following entry will appear:

> "3–21, AAHA, facts warrant presumption frd enl; 22, investigation reveals enl not procured by fraud, auth MGC ltr * * *"

Where fraudulency has been established and it is directed by Headquarters Marine Corps that he be held to his enlistment:

> "3–21, AAHA facts warrant presumption frd enl; 22, frd enl waived, auth MGC ltr * * *."

(17) **General court-martial prisoners.**—(*a*) When a sentence of general court-martial is approved, the name of the man cancerned will be dropped from the strength of the organization and the body of the roll and carried under the heading "General Court-Martial Prisoners" with appropriate remarks as to trial, sentence, status, etc., e. g.,

> (Body of Jun roll): "11–26, conf ATl GCM; 27 GCM conv; 27–30, conf ARTl GCM."
>
> (Under "General Court-Martial Prisoners," Jul roll): "1–14, conf ARTl GCM; 14–31, conf ser sent GCM and awtg tr NP, Portsmouth, N. H., 27Jun37, conv by GCM of 'Desertion,' sent 18 mos conf at NP, Portsmouth, N. H., then DD, app by ND 14Jul37."

(*b*) Transferred: See subparagraph (7) (g), Detached or Transferred.

(*c*) Discharged: See subparagraph (9) (e), Discharged.

(*d*) When sentence of general court-martial expires and the man is restored to duty, or when a general court-martial prisoner is restored to duty (with or without probation), the name of the man will be shown in the body of the roll as a member of the organization. (See subparagraph (35), Restoration to Duty.)

(18) **In hands of civil authorities.**—Delivery to civil authorities having been made by the commanding officer, show date of and authority for such delivery; dates and place of confinement; whether convicted (sentence, if any), acquitted or released without trial; nature of offense, e. g.,

> May roll: "8–31, IHCA Bronx County, N. Y. 8, del to CA auth SecNav despatch 0321–1322, April 1937."

Jun roll: "1-7, IHCA Bronx County, N. Y. 9, conv of Grand Larceny, sent 5 yrs conf."

For absence without or over leave and in hands of civil authorities see subparagraph (1) (b), Absence without or over leave.

(19) **Injuries.**—Date and nature of all injuries received. State circumstances briefly and whether or not in line of duty. If injury occurs while man is absent on authorized liberty or furlough, show date and hour of actual departure on such authorized absence and duration thereof. If injury occurs while man is absent without or over leave, remarks should so show.

(20) **Joined.**—(*a*) By acceptance of commission or warrant: Date of acceptance and rank, e. g.,

"14, acc comm as 2dLt to rank fr 10Jun37."

(*b*) By transfer from another organization: unit from which joined and date, e. g.,

"16, jdfr BksDet, MBNY, New York, N. Y."

1. If sea travel is involved: Name of conveyance, date and port of embarkation, date of sailing, date and port of arrival, date of disembarkation, e. g.,

(Jul roll): "2, jdfr Co "B", MBNY, Pearl Harbor, T. H., via USS *Chaumont*. 25Jun37, emb and sailed fr Pearl Harbor, T. H., 2 arr and disemb at San Diego, Calif."

Men who join via a transport from another station join their new organization from their old organization, and will not be taken up on the roll as having joined from the transport detachment.

2. In cases of men first joining by staff returns: date of receipt of staff returns and subsequent date of joining in person, e. g.,

"15, jdby S/RS fr MB NAD Dover, N. J. 15-23, fur; 24, jd in person."

(*c*) By enlistment or reenlistment: date, e. g.,

"5, jdreenl; reapp sgt."

(*d*) From desertion: Before authority is received from the Major General Commandant to take the man up on the rolls he will be carried under the heading "Stragglers and Deserters." Upon receipt of authority from the Major General Commandant to take man up on rolls he will be carried in the body of the roll. Remarks should show place, date and hour of surrender or delivery; organization, date and hour from which absent, when verified, date staff returns are received, date taken up on rolls; removal of mark of desertion if such occurs, and authority therefor, e. g.,

(Under "Stragglers and Deserters"): June roll—

"26, sur 11:30 a. m., as des fr MD USS *New York* since 7:30 a. m., 29May37."

(Same man in body of July roll):

> "2, taken up on rolls. Mark of des removed, auth MGC ltr * * *."

Where surrender or delivery, and authority to take up on rolls occur during same month, remarks appear in body of roll, e. g.,

> "6, del by CA, 12:30 p. m., as des fr BksDet., MBNY, New York, N. Y., since 7:30 a. m., 3Jan37. 12, taken up on rolls."

Where desertion from and return to the same organization occur during the same month, the name of the man concerned will not be shown under the heading "deserted," but will be shown once on the roll, either in the body of the roll or under the heading "Stragglers and deserters," as the case may warrant, e. g.,

> (Body of roll): "3 des at 7:30 a. m. 20, sur 10:00 a. m. 26, taken up on rolls; mark of des removed, auth MGC ltr * * *."

(*e*) Stragglers: See paragraph (39), Stragglers and Deserters.

(21) **Men joining for further transfer.**—When men are transferred to a post for further transfer to another post, station or ship, they will be joined by the intermediate station and taken up on the rolls thereof.

(22) **Leave or furlough—Inclusive dates of officers' absence on leave and inclusive dates of furlough of enlisted men.**—The day of departure counts as a day of duty for an officer and the day of return as a day of absence unless the return is before morning office hours, morning quarters, or the usual hour of beginning the day's work. Leave or furlough granted by the commanding officer of a hospital to a patient should be shown on muster rolls in the same manner as other leave or furlough.

(23) **Leave or furlough to visit United States,** granted on foreign station begins on the day of disembarking at a port in the United States and terminates on the day of sailing of ship from the United States. Show names of conveyances, dates of embarkations, disembarkations, arrival and sailing, and ports, e. g.,

> (Jun roll): "29, emb and sailed fr San Juan, P. R., via SS *Borincuen*, en route fur to U. S."
>
> (Jul roll): "3–19, fur U. S.; 3, arr and disemb at New York, N. Y., via SS *Borincuen;* 20, emb and sailed fr New York, N. Y., via SS *San Juan;* 25, arr and disemb at San Juan, P. R."

(24) **Leave or delay en route, officers.**—An officer detached from one station to another and granted leave en route or delay in reporting at his new station, will, upon reporting for duty, inform his commanding officer of the inclusive dates of leave or delay which he may have taken. This leave or delay will be shown on the first muster roll

submitted after the officer joins his new station, and will appear immediately after the entry of facts pertinent to his joining. See Article 1-20 for method of computing delay taken. Example:

"3, jdfr MBNY, Washington, D. C., 31Jan-2Feb, delay enroute."

(25) **Marksmanship qualifications.**—Show date and class, e. g., "4, qual ER."

(26) **Medals, decorations, and commendations.**—Date of receipt, nature of award, and briefly circumstances for which award is made. Award of marksmanship insignia will not be shown. For good conduct medals and bars, see subparagraph (9) (a), Discharged.

(27) **Navy gunnery qualifications.**—When men qualify under Navy Gunnery Instructions as defined in Articles D-5312 to D-5316, Bureau of Navigation Manual, show dates and ratings, e. g.,

"5 qual GP 2cl."

Subsequent rolls will show such qualifications while in force, e. g.,

"GP 2cl."

The amounts of prize money awarded will be shown as such awards occur.

(28) **Navy and assistant Navy mail clerk.**—When appointed show effective date of designation, and class. Subsequent rolls will show inclusive dates and class; if in force during entire month dates may be eliminated. Show relief with effective date, class, and cause. Examples:

(Jun roll): "5, desig NMClk, Cl I."
(Jul roll): "NMClk,CL I."
(Aug roll): "1-15 and 26-31, NMClk, Cl I."
(Sep roll): "1-16, NMClk, Cl I; 17, desig as NMClk, Cl I, revoked, tr to other duty."

(29) **Officers ordered to hospital.**—See Article 10-12.

(30) **Promoted.**—(*a*) Officers: Show dates of acceptance and rank, e. g.,

"2, acc comm as Capt to rank fr 24May37."

(*b*) Enlisted: Show effective date, e. g.,

"6, pro."

Indicate if recruiting, ship, or special warrant.

(*c*) Reappointment upon reenlistment: See subparagraph (20) (*c*), Joined.

(31) **Punishments.**—See subparagraph (4), Confinement.

(32) **Reduced.**—Show effective date.

(33) **Removal of mark of desertion.**—See subparagraph (20) (*d*), Joined.

(34) **Resigned.**—Under heading "Resigned" show effective date.

(35) **Restoration to duty** (in body of roll), with date, when restored before expiration of term of confinement in a naval prison (or at a receiving ship or station designated as a naval prison), and if placed on probation, the length thereof, e. g.,

> "1–2, conf serv sent G.C.M ~~GCM~~.; 3, restored to duty and placed on 6 mos prob. * * *"

See paragraph (17), General Court-Martial Prisoners.

(36) **Retired.**—Under heading "Retired" show effective date. See paragraph (6), Detached and Awaiting Retirement, for officers ordered home to await retirement.

(37) **Sick in hospital, in sick quarters, and in quarters.**—Show inclusive dates of sickness and place. The date of admission is shown as a day of sickness, the date of discharge to duty as a day of duty. In case Navy Department General Order No. 20 applies, the remark "GO 20" will be entered following recording of dates of sickness to which it applies. If Navy Department General Order No. 20 does not apply, no entry to that effect is necessary. Examples:

> "3–17, sk USNH, New York, N. Y., GO 20."
> "6–29, sk Sk Qtrs, Post."
> "5–27, sk USNH, Post, GO 20 (time only)."
> "1–14, sk qtrs."

Commanding officers of posts receiving staff returns of men joining hospitals under Navy Department General Order No. 20 from points involving sea travel will ascertain whether or not Navy Department General Order No. 20 applied during the voyage, and if it did, the remarks will so show.

(38) **Specialist ratings.**—When rated, show effective date, class, and duty for which rated. Subsequent rolls will show inclusive dates, class, and duty; if in force during entire month dates may be eliminated. When disrated, show effective date, class, duty, and cause. Examples:

> (Jun roll): "4, rated spl 3cl, plumber."
> (Jul roll): "Spl 3cl, plumber."
> (Aug roll): "1–14, spl 3cl, plumber; 15, spl 3cl revoked, tr other duty."

Furlough does not affect pay as specialist. A man who is a specialist and who was on furlough part of the month should be shown as follows:

> "Spl 3cl, plumber; 2–15, fur."

(39) **Stragglers and deserters.**—This heading will be used for stragglers from other organizations, authority not having been received from the Major General Commandant to take them up on the rolls, and who are returned to their regular stations; and for deserters who

have surrendered or have been delivered and authority has not been received from the Major General Commandant to take them up on the rolls.

(*a*) Stragglers: Show date and hour of surrender or delivery; organization, hour and date from which absent, when and if verified; status (confinement, etc.); date on which returned to regular station, if sea travel involved show name of conveyance, dates and port of embarkation and sailing, e. g.,

> (Jun roll): "26, sur 11:30 a. m., as strag fr MB, NAD, Dover, N. J., since 6:00 a. m., 19; 26–30, conf AAHA."
> July roll): "1–3, conf AAHA; 4, to MB, NAD, Dover, N. J."

Regular station of straggler would show in body of roll:

> (Jun roll): "AOL fr 6:00 a. m., 19, to 11:30 a. m., 26, when sur at MBNY, New York, N. Y.; 26–30, conf AAHA at MBNY, New York, N. Y."
> (Jul roll): "1–3, conf AAHA at MBNY, New York, N. Y.; 4, reported under orders."

(*b*) Deserters: see subparagraph (20) (d), Joined.

(40) **Temporarily attached.**—On roll of organization with which temporarily serving, under the heading "Temporarily attached," show inclusive dates so attached; name of organization from which attached; duties performed; and if sea travel involved, name of conveyance, dates and ports of embarkation, sailing, arrival and disembarkation. The word "joined" shall not be used. Example:

> "7–14, fr VMS–3, Charlotte Amalie, St. Thomas, V. I., as GCM witness. 3, emb and sailed fr San Juan, P. R., via SS *Borincuen;* 7, arr and disemb at New York, N. Y. 15, emb and sailed fr New York, N. Y., via SS *San Juan* for San Juan, P. R."

See paragraph (41), Temporary detached duty, for remarks appearing on roll of organization to which regularly attached.

(41) **Temporary detached duty.**—Show unit with which temporarily serving, inclusive dates, and sea travel if any involved, e. g.,

> "3–16, temp d MB, Parris Island, S. C."

See paragraph (40), Temporarily Attached, for remarks appearing on roll of organization with which temporarily serving.

(42) **Trial by deck courts and courts martial.**—Show nature and date of offense; date of trial; whether convicted or acquitted; sentence; date of approval. See paragraph (4), Confinement, and paragraph (17), General court-martial prisoners, for sample remarks.

(43) **Marine Corps Reserve.**—Under the heading Marine Corps Reserve (class) show members of the Marine Corps Reserve attached to the organization during the period for active duty, with appropriate

remarks as to reportings, duties, detachment, and relief from active duty, etc., e. g.,

"(Date) assgd to act d (date) reported fr (Unit, Res Dist); (inclusive dates) (duties)."

Upon relief from this active duty the dates of detachment and relief will be shown in the remarks. (See art. 13–154 (3).) Example:

"(Dates) (duties) (date) to (Unit, Res Dist); (date) relieved from act d."

(44) **U. S. Navy, U. S. Army, U. S. Coast Guard, and other armed services.**—Under proper headings, show personnel from the foregoing services attached to the organization, with appropriate remarks as to joinings, duties, detachment, transfer, etc.

(45) **Board of Inspection.**—Under this heading show inclusive dates inspecting parties were present from Headquarters Marine Corps, etc., e. g.,

"4–7, fr HQMC as member Board of Insp."

(46) **Footnotes.**—Where identical remarks would apply to a large number of men, for example, when a large detail joins from the same post, via same conveyance, same dates involved, or where a number of men are performing similar duties, it is permissible to record this information by means of a "Footnote," lettered for identification. In such cases a notation may be made in the "Remarks" column after the name of the man concerned as follows: "See Footnote 'A'." At the foot of the roll, under the heading "Footnotes," immediately following the last entry, and before the signature, enter the remarks applicable, e. g.,

"'A'—8, jdfr MBNS, Coco Solo, C. Z.; 1, emb and sailed fr Cristobal, C. Z., via USS *Henderson;* 8, arr and disemb at Norfolk, Va."

"'B'—1–25, temp d, MB, Quantico, Va."

(47) **Ditto marks, symbols, the remarks "Same as above,"** and other remarks signifying repetition of remarks in another entry, other than "Footnotes," shall not be used.

## 10–12

(1) **Officers ordered to hospital.**—When an officer is detached from duty aboard ship, or from points beyond the limits of the United States, and is ordered to a naval hospital in the United States, he will, immediately after admission thereto, report by letter to the Major General Commandant, via the commanding officer of the nearest marine barracks (if on the west coast the letter should be addressed via such commanding officer and the Commanding General, Department of the Pacific), giving the station from which detached and date of

detachment; authority; dates and ports of embarkation, sailing, arrival, and disembarkation; name of conveyance; and date of admission to hospital.

(2) Upon receipt of this letter the commanding officer of the marine barracks will take up on his muster roll the said officer, with remarks showing that he reported by letter; organization from which he was detached; inclusive dates of sickness in hospital beginning with date of admission; and sea travel if any involved. He will continue to carry the said officer on the roll, whether in the hospital or on sick leave, until detached by the Major General Commandant or the Commanding General, Department of the Pacific.

(3) Officers who are patients at any United States Veterans Hospital will be carried on the rolls of the organization to which they were attached when admitted to such hospital, unless orders for their detachment are received.

## 10–13

**Reserve units.**—In rendering muster rolls, Marine Corps Reserve units will use, insofar as is applicable, the same type of remarks as is used in the preparation of rolls of Regular Marine Corps units. Proper class headings will be shown on the rolls.

(1) **Drills** attended will be shown as follows:

"Drills: Jul 12, 19, 25, 29; Aug 2, 13, 31; Sep 3, 10, 17, 24."

(2) **Periods of active-duty training** performed will be shown in the following manner:

(*a*) Notation in the following form will be entered under "Notes" on the face of the first sheet (NMC 107):

> "Except as noted in 'Remarks,' all officers and enlisted men shown on this roll performed active-duty training at Marine Barracks, Qantico, Va., during the period 11–25, July 1937, inclusive."

(*b*) This is further qualified by entry under "Remarks" opposite names of men who did not train, as follows:

"Did not train."

(*c*) Those training on dates other than those shown under "Notes" (11–25 July), will be shown under "Remarks," as follows:

"6–30 Jul, trained."

(*d*) Footnotes may be used in recording remarks illustrated in (*b*) and (*c*) above. (See article 10–11(46), Footnotes.)

(3) **Administrative and/or appropriate duties** will be shown as follows:

"Adm and appro duties BnComdr fr (inclusive dates)."
"Adm duties CoComdr fr (inclusive dates)."
"Appro duties BnSgtMaj fr (inclusive dates)."

(4) **In cases of joinings,** reservists will be taken up on the rolls of their new organizations on the date of receipt of their staff returns.

(5) **Active duty.**—(*a*) Reservists ordered to associate with a reserve battalion or with reserve aviation for drills and instructions will continue to be shown in the body of the roll of the unit of the Reserve district. The remarks will show the inclusive dates of association and the organization with which associated. The rolls of the reserve battalion and of reserve aviation will show these reservists under the heading of "Temporarily attached." Inclusive dates of the association; with the unit of Reserve district from which associated; all dates of drills, and inclusive dates of instructions or other duties performed. (See art. 13–154 (3).)

(*b*) Reserve personnel assigned to active duty with the Regular Marine Corps for a specified period will be shown in the body of the roll and the remarks will show the date that they are assigned to active duty with the inclusive dates of active duty; the organization where the duty was performed; date of relief from active duty (date that they arrived home) (see art. 13–154 (3)). For example:

> "Aug. 5 assigned to act d; Aug. 8–22 act d at MB, Quantico, Va. (Duties; 24 reld from act d.)"

(*c*) Reserve officers assigned to continuous duty with the Regular Marine Corps will be shown under the heading "Detached." The remarks will show the dates of assignment to active duty and of detachment and the organization to which detached. For example:

> "Sep 12 assgd to act d and det to MB, Quantico, Va."

Upon completion of active duty they will be shown in the body of the roll with the date of joining and organization from which joined.

(*d*) Fleet Marine Corps Reservists will be shown under the heading "Transferred" with the date and hour that they are transferred to active duty and the station to which transferred.

### *Section 2.—ROSTERS*

### 10–15

(1) When a command or detachment of the Marine Corps en route from one station to another embarks on a naval or other vessel, the senior line commissioned, warrant, or noncommissioned officer of the detachment will prepare a roster of the names of the members of the detachment. The roster will show the name of the vessel, the dates and ports of embarkation and sailing, and opposite each name the organization from which joined. The roster will be forwarded to the ~~Adjutant and Inspector~~, Headquarters Marine Corps, on the eve of sailing, by a conveyance other than the vessel on which the detachment is being transported.

(2) Upon debarkation a roster will be submitted showing the name of the vessel, date, and port of debarkation, and opposite each name

the organization to which detached or transferred, and a report of any casualties.

(3) In case of two or more similar names, dates of enlistment should be given for purpose of identification. Rosters may be prepared on muster-roll blanks or other available sheets.

## *Section 3.—REPORTS OF STRENGTH AND CHANGE SHEETS*

### 10–16

Reports of strength, Form NMC–49, will be prepared and mailed promptly in accordance with the instructions contained on the form and such supplementary instructions as may be issued from time to time. [C. M. C. M. 3.]

### 10–17

(1) **Daily change sheets** will be submitted in quintuplicate, to the Director, Personnel Department, Headquarters Marine Corps by all Marine Corps posts, stations, and other separate commands (including recruiting divisions, staff offices, etc.); and by Marine Corps Reserve districts, battalions, aviation squadrons, and aviation units of the Marine Corps Reserve. [C. M. C. M. 3.]

(2) Changes for each organization of a command will be grouped and shown under headings of organizations concerned, on a consolidated change sheet for the command.

(3) Change sheets will be numbered consecutively throughout the calendar year, i. e., change sheet for January 1st will bear the serial number "1"; for February 14th, the serial number "45," etc. Each change sheet will be dated.

(4) Where few or no changes occur on a certain day or on consecutive days, submission of daily change sheets may be delayed until the several change sheets for the days concerned contain sufficient remarks to fill one sheet of paper. Such consolidation should not include more than seven days, and should not be carried over from the last day of one month to the next month. The notation "No Changes" will be entered on change sheets submitted in which no changes have occurred.

(5) The change sheet will contain a consolidated report of joinings, transfers, discharges, changes in status of specialists and men drawing commutation of rations or subsistence and quarters allowances and of other events, as they occur, which affect muster and pay-roll status of personnel. Show the authority and effective dates when a unit is organized, disbanded or changes designation. Information necessary for post administration may be included in the change sheet. The day's changes should begin and end at midnight. [C. M. C. M. 3.]

(6) Remarks should be placed under appropriate headings, such as: Joined; Discharged; Absent over leave, from; Furlough, to; etc. Abbreviation authorized in current Marine Corps Order should be utilized. [C. M. C. M. 3.]

(7) The following information, in addition to that required for muster rolls, will be shown:

(*a*) DISCHARGED.—Future address, assignment to Marine Corps Reserve.

(*b*) DISMISSED, RESIGNED, ETC.—Future address.

(*c*) CHANGE OF ADDRESS (RESERVISTS).—Change of address in the case of a reservist will be shown under the heading "Change of Address."

(8) Copies of post transfer or other orders will not be appended as supplements to change sheets in reporting transfers, etc.

(9) The name, rank, and branch of service to which assigned of each person concerned will be entered on the change sheet, as follows: Surname written in capital letters and followed successively by the Christian name in full; middle initials, if any; rank; and letter, in parentheses, denoting branch of service to which assigned, e. g.,

JONES, James J., MTSgt (C).
SMITH, Frank G., Sgt (PM).
BROWN, Samuel L., PFC (B).

The following letters, in parentheses, will be used to denote branch of service with which serving or assigned:

(A) Aviation
(B) Band
(C) Commissary
(CP) Communication Personnel
(PM) Paymaster Department
(QM) Quartermaster Department

[C. M. C. M. 3.]

(10) Reserve change sheets will also show class of reserve, of individuals.

(11) A recapitulation of the strength of each individual unit of the command, showing the total number of officers, chief warrant and warrant officers, aviation cadets, and enlisted men attached will be entered at the end of each change sheet or series of change sheets submitted. The number temporarily attached from other posts, and on temporary detached duty away from the command will also be shown.

(12) Change sheets should be signed by the officer responsible for their issue.

## *Section 4.—PUNISHMENTS*

### 10–19

(See art. 7–1 (9) and (10).)

### *Section 5.—RECORD OF EVENTS*

### 10–21

(1) **When and by whom prepared.**—A chronological record of events will be kept by companies or similar units, battalions, regiments, or higher units, whether acting independently or as part of a larger unit, on expeditionary duty or maneuvers.

(2) **Form.**—The record of events will be kept in journal form. Entries will be made daily and will form a concise history of military operations. The whole record of events is a permanent record and is therefore to be considered the primary historical record of the organization.

(3) **Suspension of record.**—Commanders of expeditions or units engaged in maneuvers or campaign are authorized to modify or suspend the preparation of the record of events if in their opinion the nature of the duty does not justify committing all or any part of the events to record, in which case the modification or suspension will be reported to the Commandant of the Marine Corps. [C. M. C. M. 2.]

(4) **Special reports.**—An extra copy of reports required in accordance with article 805, Navy Regulations, will be made and marked "For the Commandant of the Marine Corps, Headquarters, Marine Corps." [C. M. C. M. 2.]

### *Section 6.—REPORTS ON FITNESS*

### 10–22

(1) **When submitted.**—(*a*) Reports on fitness of officers of the Marine Corps will be submitted at the times prescribed by article 137, Navy Regulations, and in addition thereto will be submitted:

1. Upon temporary detachment for and upon completion of expeditionary duty.
2. Upon the relief of the reporting senior.
3. Upon the relief of an officer who, during the absence of the regular reporting senior, has held temporarily the position of a reporting senior for a period of 6 weeks or more. The regular reporting senior will, in such cases, exclude the period of absence from his report.

(*b*) Reports on fitness of officers on duty as students at service schools need not be submitted semiannually, but one report covering the entire school period may be submitted upon completion of the school year, unless during that period such student officer is examined for promotion, in which case the provisions of article 137, Navy Regulations, will apply, or in the event of a change of reporting senior, in which case the provisions of paragraph (1) (*a*) 2. of this article will be applicable.

(2) **By whom submitted.**—(*a*) Reports on fitness of officers of the Marine Corps will be submitted by reporting seniors in accordance with the applicable provisions of article 137, Navy Regulations.

(*b*) The officer reported on will, at the prescribed times, submit to his reporting senior a fitness report form on which the parts required of him are filled in and signed.

(3) **Aviation.**—In preparing reports on fitness of officers on aviation duty, reporting seniors will note thereon the desirability of continuance on aviation duty of the officer concerned, giving particular consideration to his ability for either executive or command assignments in aviation.

(4) **Mailing.**—Reports on fitness shall be considered as private (official) communications between the Commandant of the Marine Corps, the reporting senior, and the officer reported upon. They will be forwarded through regimental, brigade, and base commanders and commanding officers of marine barracks, for their information only. No marks or comments, other than those of the proper reporting senior, are authorized. [C. M. C. M. 2.]

### 10–25

**Noncommissioned officers of the first four pay grades.**—Reports on fitness of noncommissioned officers of the first four pay grades, also of all enlisted men serving as officers with native troops, shall be made on Form NMC–655 by the officer under whom they are immediately serving. Reports will be submitted on March 31 and September 30 of each year to the Commandant of the Marine Corps direct (not through official channels), also upon the transfer of such men, or the detachment of the reporting officer occurring more than three months after the rendition of last report, and upon discharge. These reports will be rendered in the handwriting of the reporting officer and will be considered as of a confidential nature. They will not be forwarded by registered mail. (See art. 6–24.) [C. M. C. M. 2 and 3.]

## *Section 7.—OFFICERS, ADDRESSES, AND MOVEMENTS*

### 10–26

(1) **On leave or delay.**—An officer of the Marine Corps, when making application to the Commandant of the Marine Corps for leave of absence or delay in reporting at his new station, shall state in his application for leave or delay, his prospective address while on such leave or delay and shall keep the Commandant of the Marine Corps advised promptly of any change in this address. [C. M. C. M. 2.]

(2) **While delaying on proceed orders.**—An officer who takes advantage of any delay allowed him on “proceed” or “proceed without delay” travel orders will leave at his last station his telegraphic and mail addresses during the delay period.

(3) Retired officers of the Marine Corps shall report any change of residence to the Commandant of the Marine Corps. This is in addition to the report of address which article 134, Navy Regulations, requires shall be made prior to December 20 of each year. [C. M. C. M. 2.]

## 10–27

(1) Officers will not telegraph to the Commandant of the Marine Corps or the commanding general, Department of the Pacific, the information that they have arrived in or departed from the United States, except when the arrival is made on a commercial vessel. [C. M. C. M. 2.]

(2) Arrivals and departures of officers will be reported as set forth below:

(*a*) Officers arriving by Government vessel on the east coast will make no report to the Commandant of the Marine Corps. [C. M. C. M. 2.]

(*b*) Officers arriving at San Francisco will report in person to the commanding general, Department of the Pacific, San Francisco.

(*c*) Officers traveling on commercial vessels at their own expense by choice, whether on leave or under orders, will upon arrival in the United States at other places than San Francisco report their arrival and address by prepaid telegram to the Commandant of the Marine Corps or the commanding general, Department of the Pacific, as may be appropriate. [C. M. C. M. 2.]

(*d*) Officers ordered to travel by first available transportation will upon arrival in the United States at other places than San Francisco aboard a commercial vessel report their arrival and address by telegram at Government expense to the Commandant of the Marine Corps or the commanding general, Department of the Pacific, as may be appropriate. [C. M. C. M. 2.]

(*e*) Officers departing from the United States under orders will, just prior to embarkation, mail Form NMC–332d, to the Commandant of the Marine Corps or the commanding general, Department of the Pacific, as may be appropriate. [C. M. C. M. 2.]

(3) The commanding officer of troops aboard each transport operating between the West Indies and the United States will immediately upon departure from the last port of call in the West Indies radio the Commandant of the Marine Corps the names, rank, and status of every marine officer aboard. (See art. 16–17.) [C. M. C. M. 1 and 2.]

(4) The commanding general, Department of the Pacific, will report by dispatch to the Commandant of the Marine Corps, the names, rank, and status of all marine officers reporting their arrival to his department in compliance with this article. [C. M. C. M. 2.]

### Section 8.—REPORTS IN THE DEPARTMENT OF THE PACIFIC

### 10-30

(1) Jurisdiction.—The commanding general, Department of the Pacific, will have supervision of all reports, returns, staff returns, court-martial memoranda, etc., which are required to be submitted to the Commandant of the Marine Corps, or to the Director, Personnel Department, by the posts and detachments in the Department of the Pacific and in Asia, and detachments serving on board vessels in the Pacific. Commanding officers of posts and detachments will forward such papers via the commanding general, Department of the Pacific, who will cause such papers to be carefully examined; and should any errors not of a trivial nature be discovered therein they will be returned for correction. When they have been properly prepared and the necessary information has been compiled therefrom, they will be forwarded without delay to the proper office. [C. M. C. M. 2 and 3.]

(2) Commanding officers of posts and detachments in the Department of the Pacific and in Asia, and detachments serving on board vessels in the Pacific will forward an information card (NMC-906) to the commanding general, Department of the Pacific, in the case of each marine who joins from a post or detachment which does not forward reports, staff returns, etc., via the commanding general, Department of the Pacific, as required by the preceding paragraph.

### Section 9.—REPORTS, PAYMASTER DEPARTMENT

### 10-31

The Paymaster to the Commandant of the Marine Corps: Annual report, in writing, relative to the condition and requirements of his department, together with such recommendations as he may deem appropriate. [C. M. C. M. 2.]

### 10-32

(1) The following reports will be made by disbursing officers of the Paymaster Department to or through the Paymaster.

ANNUALLY

(*a*) Report covering organizations and detachments paid, including method of payment, suggestions, and recommendations.

MONTHLY

(*b*) Repayment of deposits and accrued interest. (NMC-438.)

(*c*) To the Bureau of Naval Personnel: Report showing number of enlisted men United States Navy at each station or post, according to class, who are being paid a subsistence allowance.

(*d*) To the Quartermaster: Monthly report on NMC–836 of expenditures made by the Paymaster Department, Marine Corps, chargeable to "General expenses, Marine Corps."

(*e*) Report on the last day of each month of all changes in personnel. This report will be made whether or not there are any changes.

(*f*) Report of charges to appropriations by stations.

(2) All of the reports above mentioned should be submitted to the Paymaster as early as practicable after the period covered by the report. When two or more copies of the same report are forwarded separately to different offices or officers, a notation will be made on each copy that it is a copy, and of the disposition of the others for the information and guidance of such office or officer.

## Section 10.—ANNUAL REPORT OF ACTIVITIES

### 10–41

(1) Each of the following will submit through official channels to Headquarters Marine Corps, as soon as practicable after June 30 each year, a report of the activities of his organization during the fiscal year ended that date:

Heads of staff departments.
Commanding General, Department of the Pacific.
Commanding officers of Marine Corps posts and detachments, including ships' detachments.
Brigade commanders.
Commanding officers of expeditionary forces.
Commanding officers of other organizations serving separately.

(2) A similar report will be submitted when an organization is disbanded or its status is so changed as to take it out of the above list.

(3) Annual report will contain only statements of facts and matters of historical interest. Recommendations on which action is desired by Headquarters Marine Corps will be made the subject of separate correspondence.

(4) The following general outline will be used in the preparation of annual reports. Reporting officers will report on only such subjects listed below as apply to their respective commands. Subjects will be listed and treated by all reporting officers in the order and under the paragraph and subparagraph numbering and lettering outlined below:

I. PERSONNEL

1. General organization.
2. Administration.
3. Strength.
    (*a*) Authorized.
    (*b*) Actual.
4. Changes.
    (*a*) Joined.
    (*b*) Separations.
5. Condition.
    (*a*) Comfort.
    (*b*) Contentment.
    (*c*) General efficiency.
6. Liberty.
7. Recreation.
    (*a*) Motion pictures.
    (*b*) Swimming.
    (*c*) Bowling.
    (*d*) Golf course.
    (*e*) Officers' club.
    (*f*) Hostess house.

8. Athletics.
    - (*a*) Baseball.
    - (*b*) Football.
    - (*c*) Boxing.
    - (*d*) Wrestling.
    - (*e*) Boat crews.
    - (*f*) Other athletics.
    - (*g*) Officers and men employed in administration.
    - (*h*) Percentage of command engaged in athletics.
9. Chaplain.
10. Library.
11. Recreation fund.
    - (*a*) Receipts.
    - (*b*) Disbursements.
    - (*c*) Balance on hand.
12. Post Exchange.
    - (*a*) Summary of business.
    - (*b*) Branches.
    - (*c*) Insurance.
    - (*d*) Bond.
    - (*e*) Capitalization.
13. Law officer.
14. Prisons.
15. Provost marshal.
16. Mail clerk.
17. Band.
18. Fire marshal.
19. Red Cross.
20. Post school for children.
21. Punishments.
    - (*a*) Percentage of punishments by commanding officer.
    - (*b*) Percentage of courts-martial and deck courts.
22. Inspections.

### II. INTELLIGENCE

1. Military.
2. Matters of historical interest.

### III. OPERATIONS AND TRAINING

1. Military drills and instruction.
2. Fire drills.
3. Cooperation and training with the Navy.
4. Guard duty.
5. Recruiting.
6. Recruit training.
7. Training of Reserves.
8. Rifle and pistol training.
9. Target practice.
10. Gunnery.
11. Landing force.
    - (*a*) Equipment.
    - (*b*) Communication.
    - (*c*) Transportation.
    - (*d*) Subsistence.
12. Aviation.

13. Communications.
    - (*a*) Visual.
    - (*b*) Radio.
    - (*c*) Sound.
    - (*d*) School.
14. Schools.
    - (*a*) Officers.
    - (*b*) Noncommissioned officers and men.
    - (*c*) Percentage of men enrolled in Marine Corps Institute courses.
15. Publications.

### IV. SUPPLY

1. Quartermaster.
    - (*a*) Buildings and grounds.
    - (*b*) Construction and repair.
    - (*c*) Depot of supplies.
    - (*d*) Motor transport.
    - (*e*) Commissary.
    - (*f*) Storerooms.
    - (*g*) Subsistence.
    - (*h*) Laundry.
    - (*i*) Reclamation.
    - (*j*) Post farm.
    - (*k*) Incinerator.
    - (*l*) Gas station.
    - (*m*) Power house.
    - (*n*) Ice plant.
    - (*o*) Carpenter shop.
    - (*p*) Plumbing shop.
    - (*q*) Paint shop.
    - (*r*) Tinsmith shop.
    - (*s*) Electric shop.
    - (*t*) Coal bin.
    - (*u*) Boats.
    - (*v*) Water system.
    - (*w*) Garbage collection.
    - (*x*) Other activities.
2. Paymaster.
3. Surgeon.
    - (*a*) Buildings and grounds.
    - (*b*) Sanitation.
    - (*c*) Ambulance service.
    - (*d*) Hospitals.
    - (*e*) Storerooms.
    - (*f*) Laboratories.
    - (*g*) Dispensaries.
    - (*h*) Diseases.
    - (*i*) Epidemics.
    - (*j*) Deaths.
    - (*k*) First-aid instruction.
    - (*l*) Average officers and men per day on sick list.
    - (*m*) Health and hygienics.
    - (*n*) Other activities.
4. Public works.
    - (*a*) Officers.
    - (*b*) Civilian workmen.

## *Section 11.—DISPOSITION OF RECORDS AND CORRECTION OF PAPERS*

### 10–61

(1) When it becomes desirable to reduce accumulations of records, papers, and photographic films in the files of Marine Corps organizations, that in the discretion of the officer in charge of the organization are not needed or useful in the transaction of current business and are without permanent value or historical interest, lists of the records, in quintuplicate, will be submitted to the Major General Commandant, via official channels, accompanied by at least four actual samples of each class of items listed. The lists will be forwarded in sufficient time to reach headquarters prior to September 1 of the year in which reported. The lists to be in the following form:

NAVY DEPARTMENT
UNITED STATES MARINE CORPS

(Post or Station) (Address)
Location of records

Person in immediate charge:

| Item No. | File No. | Title or description | Original or duplicate | Period covered | Quantity in linear feet |
|---|---|---|---|---|---|
| | | | | | |

The above form to be filled out in the following manner: (*a*) Number consecutively the items on the list, each group of records filed as a unit to be considered an item. (*b*) Under the heading "File number" give the number, or symbol, if any, used to designate this collection of papers. (*c*) Under the heading "Title or description" give the name by which the item is designated. If it has no regular title, use a concise description by which it can be easily identified. Avoid the terms "miscellaneous" whenever possible. (*d*) State whether the the records are originals, duplicates, or both. (*e*) Give the exact dates of the period or periods covered by the records. (*f*) Give the linear footage measured through the records themselves as they are filed, disregarding the containers.

(2) Commanding officers of organizations will combine lists of useless papers from subordinate units into one report.

(3) The Paymaster and the Quartermaster will forward the lists of the offices of assistant paymasters and assistant quartermasters, respectively, and will recommend thereon the final disposition to be made of useless records of these offices.

(4) No records or papers of reference value to any activity should be included in these lists, nor any circular letter or other correspondence containing instructions still in force. If any doubt exists as to the future value of a paper, it should be retained. Clothing records less than 10 years old and property, transportation, cash, baggage, and board and lodging records less than 5 years old will be retained.

(5) For accumulations of classified documents see art. 2039 United States Navy Regulations.

## 10–62

(1) When a post or station is abandoned, or an organization, detachment, or guard is disbanded, all records, reports, etc., not otherwise provided for, will be disposed of in the following manner:

(*a*) The files and records of the paymaster's department will be forwarded to the Paymaster, Headquarters Marine Corps, Washington, D. C.; except that those on the west coast will be forwarded to the Paymaster, Department of the Pacific, United States Marine Corps, San Francisco, Calif.

(*b*) The files and records of the quartermaster's department will be forwarded to the Quartermaster, Headquarters Marine Corps, Washington, D. C.

(*c*) All other files, records, reports, etc., will be forwarded to the ~~Adjutant and Inspector~~, Headquarters Marine Corps, Washington, D. C., who will transfer to the Paymaster and the Quartermaster such parts as pertain to their departments.

## 10–64

(1) The use of acids or chemical preparations (ink eradicator) for the purpose of making erasures is prohibited.

(2) Necessary changes or corrections in papers of any character that have been signed or certified are to be made in the following manner: That portion necessary to be erased shall be lined out leaving such portion legible, if previously so, and the words, figures, or other characters necessary to take the place of those lined out shall be written in above. No attempt shall be made to conceal the fact of erasure or the matter erased. Such changes or erasures as are of sufficient importance, or those involving change in meaning or amounts stated, should be accompanied by the initials of the person making them, in his handwriting, in such form as to be recognized by persons familiar with his signature.

## *Section 12.—SERVICE-RECORD BOOK INSTRUCTIONS*

### 10–71

(1) **Allotments.**—When allotments of enlisted men are approved by commanding officers they will at once be fully described in the space provided in the service-record of the men concerned.

(2) When an allotment is stopped or expires the cause of stoppage will be entered thus: "R. G." (request of grantor); "Exp." (expiration of period for which registered); "C. M. S." (court-martial sentence); "Desertion" (desertion of allotter); "Death" (death of allotter), etc. (See arts. 1805 to 1807, Navy Regulations.)

### 10–72

**Courts-martial checkages.**—All the necessary information pertaining to courts-martial checkages will be entered in the service-record book in the space provided for that purpose. (See arts. 25–12 and 30–58.)

### 10–73

**Courts-martial memoranda.**—Except in the case of acquittal one copy of court-martial memoranda on Form NMC–512 shall be pasted in the service-record book in the space provided for that purpose. (See art. 7–18.)

### 10–74

(1) **Death.**—In the event of death the service-record book will be closed as for discharge except as follows: Immediately after the final marking under "Professional and Conduct Record" will be entered the hour, date, place, and cause of death, and the date and place of burial or disposition of remains and the character the man would have received if discharged.

(2) **Inventory of effects.**—See article 3–6 (1).

### 10–75

**Desertion.**—See articles 7–4 to 7–6.

### 10–76

(1) **Discharge.**—Before the service-record book is closed for discharge, the commanding officer shall enter the markings to which the man is entitled since last semiannual markings, taking into consideration any markings given since last semiannual markings, "For Dis." being used in the column provided therefor. On the line following shall be entered the date on which the book is closed and the markings to which he is entitled for the whole of his service, after

the words "Final M." When the book is forwarded to Headquarters for preparation of discharge certificate the date will be the forwarding date. Where discharge is effected before forwarding the book, the date will be the actual date of discharge, and the word "Discharged" shall be entered in the appropriate column in place of "Final M."

(2) **The entry of discharge** will be filled out in the space provided therefor only when discharge is effected before the book is forwarded to Headquarters. The entry for closing and forwarding will be filled out only when the book is forwarded for preparation of discharge certificate. These entries shall not be made in other cases.

(3) **Forwarding service-record books for discharge.**—See article 3–21.

(4) **Future address.**—The marine's future address will be entered in the space provided, before the service-record book is forwarded to Headquarters.

(5) **Discharge of general court-martial prisoner.**—In case of a general court-martial prisoner, an additional signed entry shall be made after the last marking under "Professional and conduct record" to show the following: (*a*) cash paid, (*b*) transportation paid (or furnished to what point), (*c*) civilian clothing furnished (or not furnished).

(6) **Retention of service-record book until discharge.**—See article 3–22.

## 10–77

(1) **Enlistment.**—When a man's enlistment has been accomplished, his name, rank, date of enlistment, and previous active service will be neatly printed in ink on the front cover of the service-record book. His fingerprints shall be taken in the space provided therefor in the presence of the officer who administered the oath. Other entries required on the fingerprint pages shall be filled in and signed by the medical officer. The pages "Service record" shall be filled in under the supervision of the officer who administered the oath and signed by him and the recruit. In all cases the place and date of taking of the oath of enlistment shall be recorded as the place and date of enlistment.

(2) **Verification of entries by medical officer.**—The medical officer at the recruit depot should verify the entries under "Marks, scars, etc." in the service-record book, and in the event of errors therein should make the necessary corrections.

(3) **Extension of enlistment.**—See article 2–31.

## 10–78

(1) **Individual equipment.**—When individual equipment is issued receipt therefor is taken on NMC–782 (for rifle and pistol equipment). The original and duplicate will be pasted in the man's service-record book on the page provided for the purpose. For detailed instructions see articles 17–104 to 17–111.

(2) When a man is to be discharged, or is required to turn in his equipment, or deserts or dies, the original and duplicate of his receipt therefor (NMC-782) will be detached from his service-record book and turned over by his immediate commanding officer, together with the property, to the accountable officer.

(3) When it becomes necessary to detach NMC-782 from a service-record book, NMC-782b will be prepared and placed in the book in lieu of the form or forms removed. This provision does not apply when the book is closed for discharge prior to expiration of enlistment in accordance with article 3-21.

(4) When service-record books first come into the custody of organization commanders they should be immediately inspected to insure that they have NMC-782 or the required NMC-782b in lieu thereof.

(5) Form NMC-782 will be detached from the service-record book and turned over to the accountable officer, together with equipment, when a man is transferred to a hospital (or hospital ship) without the transfer of staff returns. On his return, the form will be repasted in the book and equipment reissued.

(6) When men are transferred to hospitals, accompanied by staff returns, article 17-111 will apply.

(7) Upon transfer of a man in the status of a prisoner, NMC-782 will be detached from the service-record book and turned over, together with the equipment, to the accountable officer.

### 10-79

**Fingerprints.**—See articles 2-124, 2-125, and 10-77 (1).

### 10-80

**Foreign shore service.**—The date of departure from the United States and the place and date of arrival on foreign station; also the place and date of departure from foreign station and date of arrival in the United States will be entered in the service-record book on the page provided for "Expeditions, Engagements, Distinguished Service, etc." When the entry is typed or printed to be pasted in the book the slip will not be more than 4¾ inches wide and will be neatly pasted down along the entire top margin.

### 10-81

**Fraudulent enlistment.**—See article 25-120 (14), (15).

### 10-82

**General courts martial.**—Service-record books will, whenever available, accompany recommendations for trial by general courts martial for unauthorized absence.

## 10–83

**Good-conduct medal or bar.**—See article 8–13.

## 10–84

(1) The commanding officer will enter markings under the proper headings on transfer, semiannually on June 30, December 31, and whenever the book is closed.

(2) The markings on transfer and on closing the book will invariably include entries under "Obedience" and "Sobriety," regardless of how short a period of time the man was attached to the command. Markings under "Military efficiency," "Neatness and military bearing," and "Intelligence" will be given, except where the period was so short that the commanding officer had no opportunity to observe the man, and under such circumstances the commanding officer will enter "None" in the column or columns affected.

(3) The marking under "Military efficiency" shall indicate the commanding officer's estimate of the man's value as a soldier, including zeal, manner of performing duty, proficiency in drill, marksmanship, and all other matters relating to his service other than those covered by other markings.

(4) When no offense is entered in a man's service-record book, he shall receive a mark denoting "Excellent" in "Obedience" or "Sobriety," or both, except that during recruit training minor offenses need not be entered, but may be considered in the markings.

(5) (*a*) In case of desertion, the mark given under "Obedience" shall be "Zero."

(*b*) Marks of "Zero" in all columns will be given for any period of confinement in a designated naval prison, the result of the sentence of a General Court Martial (28–1 (15) (d)).

(6) Semiannual markings and markings for discharge under each heading shall take into consideration all markings since the previous semiannual marking, as well as the current estimate of the man's value.

(7) No entry shall be made in the column headed "Average standing" except when a final marking is given.

(8) The final marking shall be arrived at as follows:

(*a*) Enter in each of the five columns the average of all semiannual markings and the marking for discharge therein, giving the first semiannual marking and the marking for discharge their proportional value according to the time covered.

(*b*) On the next line enter: (1) The average of the three final markings in "Military efficiency," "Neatness and military bearing," and "Intelligence." (2) The average of the two final markings in "Obedience" and "Sobriety." (3) The average of (1) and (2) under "Average standing."

(9) The final markings should indicate the character to which the marine is entitled for his entire service, as follows:

| | |
|---|---|
| Less than 1 | Bad. |
| 1 and less than 2 | Indifferent. |
| 2 and less than 3 | Fair. |
| 3 and less than 3.8 | Good. |
| 3.8 and less than 4.3 | Very good. |
| 4.3 to 5 | Excellent. |

Character "~~Bed~~ Bad," regardless of marks, will be awarded if discharged through sentence of a court martial. In other cases, should there be good reason to recommend a character not in accordance with the markings, the reasons therefor shall be stated in full, and signed by the commanding officer.

## 10–85

**Marksmanship.**—See articles 5–31 and 5–~~34~~ -35.

## 10–86

**Occupation prior to entering military or naval service.**—Prior occupations will be shown in the space provided for the purpose such as "clerk, grocery"; "mechanic, automobile," etc. If occupation was "laborer," enter kind or type, such as "laborer, farm."

## 10–87

**Pay data.**—Commanding officers of marines charged with the keeping of service-record books will immediately after payment of each monthly pay roll, or settlement to include an intermediate day of the month, cause to be entered and verified without delay, in the space provided in the service-record book, a record of the payment or settlement as audited or settled by the disbursing officer concerned, entering balance "overpaid," or "unpaid," if any, and if none, the stamp "Paid in full," through the space for balances. For entry of emergency payments, not included in regular settlements, see articles 29–41 and 29–42.

## 10–88

**Prior service.**—See article 2–123 (9).

## 10–89

**Prizes.**—The notation of the award of prizes will be made in the service-record book. When men entitled to prizes are transferred or when their pay accounts are closed for discharge, before the prizes are paid or credited on the pay rolls, the fact of nonpayment will be specially noted.

## 10–90

(1) **Promotions and reductions.**—When a man is promoted or reduced or reappointed upon reenlistment, an entry will be made under "Promotions and Reductions" in his service-record book, in the column headed "Kind of Warrant," to show the kind of warrant issued, or revoked, and, in the case of technical warrants, the nature of the duty for which appointed, e. g., "T. Plumber," "Reg.," etc.

(2) **Examinations and recommendations for promotion.**—See article 6–24.

## 10–91

(1) **Reeenlistments.**—Entries will be made at the station where the accounts of a reenlisted man are first taken up for pay and as far as possible the entries will be verified from discharges in the man's possession or such other authentic official data as may be obtainable.

(2) Under the heading "Service record" enter the cause of discharge from each prior enlistment. Only such absence will be shown in the column provided for that purpose as affects a man's right to longevity pay.

(3) In the cases of men reenlisting in the Marine Corps from the Army and Navy who have been in an inactive status for some time prior to their discharge recruiting officers will show in the service-record book in spaces provided, the actual dates of enlistments, the actual dates of discharges with all other necessary data, and will also make a notation showing that the man was in an inactive status, giving dates.

## 10–92

**Retirement.**—When a man is retired, the words "For retirement" should be written in the column provided under "Professional and Conduct record," and in the column marked "Date" there shall be entered the date of the last day of active service. Below the final markings, an entry should be made as follows: "Retired 1 April, 1934," and give the authority, and his staff returns will be closed and forwarded to Headquarters.

## 10–93

**Sea and foreign-shore service.**—See article 4–6.

## 10–94

**Loss of service-record book.**—In the event of the loss of the service-record book of any man en route between ships or stations on transfer, the commanding officer of the post or detachment where the marine joins will immediately apply to the man's previous commanding officer for the data necessary to take up properly the accounts on his rolls.

## 10–95

(1) **Settlement not entered.**—In case a man joins the command and the date of last settlement in the service-record book is so remote as to make it appear that a settlement has actually been made subsequent to the date shown in the book the commanding officer should immediately take steps to ascertain the correct date of settlement.

(2) **Record of settlement.**—After payment, the record of settlement will be made in the service-record book before the original roll is returned to the disbursing officer.

## 10–96

**Special qualifications in prior enlistments.**—Upon the reenlistment of a marine who possesses any special qualification other than military, as shown by his discharge certificate, an entry of such qualification will be made in the space provided in his service-record book.

## 10–97

**Specialist and special-duty details.**—Enter all ratings as specialist and all special-duty details in the space provided for the purpose. The manner of performing specialist or special duty shall be certified to by the officer having cognizance of the work and not by an officer who enters this important notation merely because he is the company commander of the man concerned.

## 10–98

**Surrender or apprehension.**—Circumstances attending surrender or apprehension and delivery shall be noted in the space provided under "Offenses."

## 10–99

(1) **Time lost.**—Time lost by a marine by reason of unauthorized absence or confinement as defined in article 28–1 (15) (a) and (c) *will* be entered in the space provided for such entry under "General Pay Data" in his service-record book. A man is not required but may be permitted to make good time so lost.

(2) When it has been determined that an enlisted man has been absent from duty due to causes within the purview of Navy Department General Order No. 20, 1935, the company or detachment commander will make a notation in the man's service-record book of the inclusive dates of such absence and in the event the man is transferred before checkage of pay has been made the following entry will be made: "Time lost (G. O. 20) from ———— to ———— to be checked in next settlement."

(3) Absence from or to 12 o'clock should be entered as noon or midnight, as the case may be.

(4) Enter the date and hour from which and to which there was unauthorized absence in excess of 1 day.

(5) Enter the dates from and to which absent from duty in excess of 1 day on account of sickness or disease resulting from intemperate use of drugs or alcoholic liquors or other misconduct (G. O. 20).

(6) Enter the dates from and to which absent for periods of absence from duty in excess of 1 day while in confinement awaiting trial or disposition of case, if the trial results in conviction, or while in confinement serving sentence, provided the confinement is in a naval prison or at a receiving ship or station designated as a naval prison. Men who have lost time for reasons herein stated (other than G. O. 20) should be advised of the benefits of paragraph (1) of this article when their accounts are closed for discharge or when extension of their accounts becomes effective.

## 10–100

**Transfers.**—See articles 4–10, 4–13, 30–17 (3), and 30–54.

## 10–101

**Transfers with pay accounts overpaid or unpaid.**—See articles 30–53 (2) and 30–56.

## 10–102

**Transfers with pay due.**—Men who are stated on pay rolls for pay and are transferred before payment of command will be given full credit for such pay in the space provided for "Pay account record" in the service-record book, less any amount they may have requested credited to their deposit accounts, or deducted in favor of the post exchange.

## 10–103

**Transfers upon relief from recruiting duty.**—See article 2–69 (3).

## 10–105

**Waivers of travel allowances.**—See article 4–24.

## 10–106

**Offenses.**—No entry will be made where a man's excuse has been accepted by his commanding officer or where a man has been tried by deck court or court martial and acquitted. (See also art. 10–84 (4).)

## *Section 13.—MISCELLANEOUS*

### 10–121

**Trophies and cups.**—When trophies or cups which were presented for competition by individuals or civilian organizations are won by marines or Marine Corps organizations the results of such competitions and the conditions surrounding them will be reported to Marine Corps Headquarters as they occur by commanding officers concerned, unless the award of the trophy or cup was made by Headquarters, Marine Corps.

### 10–122

(1) **Evidence of graduation of officers.**—Marine Corps Headquarters receives from the schools evidence of graduation of students of Marine Corps Schools and of the Naval War College, and such evidence need not be furnished by the officer concerned. Normally, it does not receive evidence of graduation of Marine officer students of Army service schools or of postgraduate schools. Accordingly, each officer concerned, upon graduation from these schools, will forward to the Commandant of the Marine Corps without delay a photostat, or certified copy of his diploma or certificate of graduation, in order that his official record may be complete. [C. M. C. M. 2.]

(2) **Official records.**—Graduates of service schools and of postgraduate schools shall have the fact of graduation entered on their official records.

(3) **Navy Register.**—Graduates will be indicated in the Navy Register with an appropriate note to show the school and course from which graduated.

### 10–123

[Omitted. C. M. C. M. 3.]

### 10–124 to 11–0

## CHAPTER 11

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# RECREATION FUND

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### AUTHORIZED FUNDS

### 11–1

Recreation and exchange funds for posts, regiments, and separate organizations are authorized. Only one recreation and one exchange fund may be maintained at a post except by authority of the Major General Commandant. Other funds, exclusive of public money, are prohibited, except upon approval by the Major General Commandant.

### OFFICIAL DESIGNATION

### 11–2

The official designation of a recreation fund will be similar to the following: "Recreation Fund, Marine Barracks, Quantico, Va."; "Recreation Fund, 5th Marines, Fleet Marine Force"; "Recreation Fund, Aircraft Two, Fleet Marine Force," etc. Recreation funds pertaining to units or detachments of a temporary nature, when authorized, such as rifle teams attending national or international matches, will have similar designations.

### SOURCE

### 11–3

The recreation fund will consist of money donated from the profits of post exchanges, gifts, receipts from games and entertainments, profits from the operation of authorized activities, etc., and in addition thereto, the value of all property acquired. The Government Fund, "Recreation for enlisted men," will not be included as a part of any recreation fund.

### PURPOSE

### 11–4

The recreation fund is established and maintained for the recreation and amusement of enlisted men of the command to which the fund pertains and this principle will be adhered to at all times and under all circumstances.

### COMMANDING OFFICER

### 11–5

(1) **General administration.**—The commanding officer will be responsible for the general administration of the recreation fund and will require all regulations pertaining thereto to be observed.

(2) **Responsible for expenditures approved by him.**—The commanding officer will be held responsible for all expenditures approved by him which are not in accordance with the regulations.

(3) **Appointments.**—The commanding officer will detail in writing the members of the organization council, the recreation officer, assistants, and the employees. In making these details he will take into consideration the knowledge, experience, and aptitude of the personnel detailed.

(4) **Inspections.**—The commanding officer will be held responsible that the necessary inspections are made to insure that funds are being properly kept and safeguarded. He will inspect, or cause to be inspected, the accounts of the recreation fund at least once each month.

### RECREATION OFFICER

### 11–6

(1) **Custodian.**—A commissioned officer known as the recreation officer, selected and detailed in writing by the commanding officer of the organization to which the fund belongs, will be the custodian of the recreation fund and property, and will conduct the affairs pertaining thereto. The appointment by the commanding officer of eligible commissioned officers as assistants to the recreation officer in large organizations is authorized. Second lieutenants, chief warrant officers, and warrant officers will not be detailed as recreation officers without authority of the Major General Commandant. Officers detailed to staff departments will not be detailed as recreation officers.

(2) **Responsibility.**—The recreation officer is responsible for all cash and property committed to his charge, and in case of loss or damage will be required to reimburse the fund unless it appears by affirmative evidence that he has exercised due care and diligence.

(3) **Absence of recreation officer.**—Should the recreation officer be absent from the organization for any period beyond 3 days and less than 10 days the commanding officer will detail in writing another commissioned officer to act for the recreation officer under such conditions as he may prescribe. The recreation officer will leave the fund with the officer acting in his place, taking a memorandum receipt therefor. If the recreation officer be absent for 10 days or more he will be regularly relieved and will transfer the funds, property, and accounts to his successor.

(4) **Relief of recreation officer.**—When a recreation officer is relieved he will invoice to his successor and his successor will receipt to him for all funds, property, accounts, and vouchers turned over, specifying such as are missing, and using for this purpose a combined invoice and receipt, the original to be included in the accounts, and copies furnished the relieving and relieved officers.

(5) **Post exchange officer detailed as recreation officer.**—In small organizations the post-exchange officer may be detailed as the recreation officer. When the exchange officer is so detailed the accounts and property will form a part of the regular accounts of the post exchange, and disbursements for the recreation and amusement of enlisted men of the command will be subject to the regulations contained in this chapter.

### ORGANIZATION COUNCIL

## 11-7

(1) **Personnel.**—The post, regimental, or organization council will be a continuous body detailed in writing by the commanding officer, of not less than three commissioned officers, including the recreation officer who will have a vote. If the number of Marine Corps officers is less than three, the commanding officer himself will be a member. In case the commanding officer is alone he will act as the council. Officers detailed to the Adjutant and Inspector's Department will not be detailed as members of the council. The recreation officer will not take part in the audits or the inventories.

(2) **Duties.**—The council will audit the fund account, inventory the property, and investigate the source from which the fund and property has accrued, examining particularly into all disbursements to determine whether or not they are made in accordance with existing regulations. It will make recommendations regarding expenditures from the fund and such other recommendations as to the management and conduct of the fund as it may deem appropriate. The council may delegate to committees of one or more of its members, excluding the recreation officer, the performance of such portion of the duties of the council as it may decide, but the council is responsible for the action of its committees.

(3) **Meetings.**—The council will meet at the call of its senior member, promptly after the regular monthly closing of the accounts for the purpose of auditing the account, inventorying property, and making appropriate recommendations. In addition, it will meet when directed by the commanding officer, whenever the recreation officer is relieved, and at such other times as may be deemed necessary or advisable.

(4) **Record of proceedings.**—The record of proceedings of each meeting of the council will be recorded by the junior member and signed by all the members. Minority reports may be submitted by one or more members. The report of the council will include a statement of the cash on hand and of the cash in the bank as verified by the bank statement, that the property has been inventoried, the accounts audited, recommendations for expenditures and conduct of the fund, and such other matters as may be pertinent.

(5) **Record of proceedings submitted to the commanding officer.**—The record of proceedings will be submitted to the commanding officer, who will decide on matters of disagreement in the council. Should the commanding officer disapprove the proceedings or recommendations, and the council, after reconsideration adhere to its position, the subsequent action of the commanding officer will be final, except in cases involving financial responsibility which will be subject to appeal to the Major General Commandant. A copy of each record of the proceedings of the council and the action of the commanding officer thereon will be forwarded to the Major General Commandant,

(6) **Post-exchange council.**—When the post-exchange officer is detailed as the recreation officer as set forth in article 11–6 (5) the post-exchange council will perform the duties of the organization council.

### DISBURSEMENTS

### 11–8

(1) **General.**—Disbursements will be made by the recreation officer upon the recommendation of the organization council concerned, approved by the commanding officer, *for the recreation and amusement of enlisted men of the command to which the fund pertains*, and not otherwise unless specifically approved by the Major General Commandant.

(2) **Proper expenditures.**—The following are proper expenditures from recreation funds:

(*a*) For athletic equipment for post athletic teams; for special equipment for rifle and pistol teams to be used in competitions not connected with preliminary, instruction, and record practice in qualification firing of these weapons; provided, athletic supplies and equipment furnished by the Government for such teams are not sufficient for the needs of the command.

(*b*) For repairs to athletic equipment.

(*c*) For the building of athletic fields, tennis courts, hand ball courts, bowling alleys, etc.

(*d*) For the upkeep and repair of athletic fields, etc., irrespective of whether or not the original installation was furnished by the Government.

(*e*) For prizes for athletics, sports, and markmanship competitions with infantry weapons, when such markmanship competitions are not connected with preliminary, instruction, and record practice in qualification firing of these weapons.

(*f*) For the purchase and upkeep of riding horses, sail boats, motor boats, busses, etc., for recreational purposes.

(*g*) For rental of motion-picture films.

(*h*) For motion-picture equipment, including repairs and replacements thereto.

(*i*) For furniture and equipment of recreation rooms and repairs and replacements thereto, when the Government will not furnish such.

(*j*) For enlisted men's dances.

(*k*) For necessary operating expenses, such as salaries of attendants, postage, traveling expenses of athletic teams, traveling expenses of rifle and pistol teams when engaged in competitions not connected with preliminary, instruction, and record practice in qualification firing of such weapons, and traveling expenses of other personnel on legitimate business of the fund.

(*l*) For operating expenses, purchase of supplies, purchase of equipment, and repairs thereto, for hostess houses, restaurants, etc., when operated as activities of the recreation fund.

(*m*) For seeds for post farms and gardens.

(*n*) For cultivating post farms and gardens.

(*o*) For livestock and equipment, and upkeep and repairs thereto, of post farms and gardens.

(*p*) For necessary music and instruments for Marine Corps bands and orchestras not obtainable from the Government.

(*q*) For tobacco, fruits, candies, pastries, ice cream, and decorations for holidays and special occasions.

(3) Requests for authority to make expenditures from recreation funds for the recreation and amusement of enlisted men of the command not covered by these regulations will be submitted to the Major General Commandant.

(4) **Restrictions.**—The following expenditures from recreation funds are prohibited:

(*a*) For the benefit of individuals, except as provided in article 11-8 (2).

(*b*) For loans.

(*c*) For flowers for deceased persons, either military or civil.

(*d*) For donations to relief organizations.

(*e*) For services due to the Government.

(*f*) For articles which are obtainable from the Government.

(*g*) For services or articles which should be supplied by the Government, except athletic equipment as authorized in article 11-8 (2) (*a*).

(*h*) For repairs or replacements to Government property and equipment, unless such is athletic property and equipment, as authorized in article 11-8 (2) (*b*) and (*d*).

(*i*) For gas, oil, and repairs to Government automobiles.

(*j*) For personal services to chapels, such as janitors, organists, choirs, etc.

(*k*) For articles to be used in chapels, such as furniture, vestments, flowers, flags, etc.

(*l*) For the construction, repair, or maintenance of officer's clubs furniture, and equipment.

(*m*) For the operation or establishment of post schools or payment of tuition of children of officers or enlisted men.

(*n*) For the operation or establishment of post playgrounds for children of officers or enlisted men, or payment for services rendered in connection therewith.

(*o*) For entertainment for or gifts to the children of officers or enlisted men.

(*p*) For prizes in the firing of infantry weapons in connection with preliminary, instruction, and record practice in qualification firing of these weapons.

(*q*) For services of military personnel as referees or umpires.

(*r*) For rent of land for post farms or gardens.

(*s*) For the purchase of food, supplies, and equipment for galleys and mess halls, except as authorized in article 11-8 (2) (*q*).

## ACCOUNTS AND RECORDS

## 11-9

(1) **Cash.**—Recreation funds will be deposited in a Government Depository, or when none is available, in a national bank. The deposit will be made under the official designation of the fund, for example, "The Recreation Fund, Marine Barracks, Quantico, Va.," and not to the credit of the officer who is custodian. No moneys which do not pertain to the fund will be deposited with this account. Funds will be promptly deposited, except that cash in amounts approved by commanding officers may be kept at the risk of the custodian in his possession. When practicable the recreation officer will make all payments by check.

(2) **Check book or check register.**—The bank balance will be kept in the check book or check register. Deposits and amounts drawn by check will be entered on the stubs or in the register and the balance carried forward on each stub or page.

(3) **Cash book.**—The recreation officer will keep a cash book in which will be entered each cash transaction, cash received being entered on the left hand, or debit side, and cash paid out on the right hand, or credit side. The date, explanation of the entry, and the amount of the transaction will be entered on a separate line for each transaction. All debit and credit entries must be supported by vouchers. The debit vouchers will consist of dated statements signed by the persons making the payments, and will be designated by consecutive letters. The credit vouchers may consist of canceled checks or commercial receipts, but the vouchers must be supported by itemized bills or dated memorandum statements showing for what purposes the expenditures were made. The credit vouchers will be numbered consecutively. Assets and liabilities will be entered in the cash book immediately after the closed account.

(4) **Payment of obligations.**—Bills will be paid promptly so that advantage will be taken of cash discounts. Payment of all obligations will be made habitually within 30 days after the end of the month in which the obligation was incurred, unless otherwise prescribed by orders or regulations.

(5) **Property.**—The recreation officer will keep a property account book containing entries of all property pertaining to the fund; showing under each article, the number on hand at last accounting, the number since received, and the number expended. Memorandum receipts will be required from responsible persons to whom such property is issued, and the latter will be responsible for articles issued to them. Entries will be substantiated by vouchers. Debit vouchers will be in the form of commercial invoices; if such are not obtainable, or if they are filed with the cash account, certificates by the purchasing officer will be filed. Credit vouchers will be in the form of memorandum receipts or reports of approved surveys showing the disposition of the articles. The number of the articles remaining on hand should agree with the inventory, and if any discrepancy exists investigation will be made by the organization council and a report submitted to the commanding officer.

(6) **Surveys.**—Property which has become unfit for use will be surveyed by the organization council, which will make recommendations as to disposition and responsibility. Approval of such recommendations by the commanding officer will be final, subject to the right of appeal in cases of persons found responsible.

(7) **Investigation of loss.**—In case of loss of any funds or property the circumstances will be carefully investigated by the organization council, and a report accompanied with recommendations made to the commanding officer as to responsibility.

(8) **Filing of vouchers.**—Vouchers will be filed flat, and will bear on the face a notation of the name of the fund or account, the month, and the number or letter. Each month's vouchers will be filed separately, or separated in the same file by a cover sheet appropriately marked.

(9) **Closing of accounts.**—The recreation fund accounts, cash, and property will be closed monthly and when the recreation officer is relieved.

(10) **Destruction of records.**—Records and accounts of recreation funds may be destroyed, unless reason exists to the contrary, when 4 years old if they have been inspected by an officer of the ~~Adjutant and Inspector's Department~~ and all irregularities have been adjusted.

(11) **Removal of funds and property from organization.**—Under no circumstance will recreation funds or property be removed from the post or the organization to which they pertain except when necessary to pay indebtedness or for deposit or when it is necessary to use athletic equipment in regularly scheduled games.

### TRANSFERS

### 11-10

When enlisted men are transferred from one organization having a fund to expeditionary duty, or to a new unit which is being organized at and transferred from the post, a proportionate part of the recreation fund of the old organization will be transferred to the recreation fund of the organization to which the transfer of enlisted men is made. When the amount involved is less than $10 no transfer of funds will be made and a letter stating the reason why no transfer of recreation funds was made will be submitted to the commanding officer of the organization to which the transfer of enlisted men was made. In either case a copy of the letter transferring the fund or stating the reason why no transfer was made will be forwarded to the Major General Commandant.

### DISBANDING OF ORGANIZATION

### 11-11

Upon the disbanding of an organization the commanding officer will direct the closing of the recreation fund accounts, have them audited and forwarded with all vouchers to the Director, Personnel ~~Adjutant and Inspector~~, Headquarters, Marine Corps. Funds and property will be transferred to the new organization to which the enlisted men are transferred and if such enlisted men are transferred to more than one organization, then a proportionate share to each new organization. A copy of the letter or letters transferring the fund will be forwarded to the Major General Commandant.

### POST FARMS AND GARDENS

### 11-12

(1) **Land.**—Commanding officers of posts at or near which suitable lands are available, without expense for rent therefor, may set aside for post farms or gardens such ground as may be necessary for the production of vegetables or other products for the command.

(2) **Operation.**—The necessary operating expenses for post farms and post gardens as set forth in article 11-8 (2) (m), (n), and (o) are proper expenditures from the recreation fund. Surplus products not required for the enlisted men will be sold and the proceeds turned over to the recreation fund.

### DETACHMENT MESS

### 11-13

When the men of a detachment are on a commutation basis and organize a mess the noncommissioned officer in charge of such mess will keep a cash book supported by the necessary receipt and expenditure vouchers. The organization council will audit the accounts of the mess each month and when the custodian of the account is relieved, and will submit its report to the commanding officer for his approval.

### 11-14 to 12-0

## Chapter 12

## POST EXCHANGES

### PURPOSE

### 12–1

(1) **Primary purpose.**—The primary purpose of Marine Corps exchanges is to supply naval personnel, at reasonable prices, with articles necessary for their health, comfort, and convenience.

(2) **Secondary purpose.**—The secondary purpose of Marine Corps exchanges is, through reasonable profits, to afford to the enlisted men of the command means for recreation and amusement.

(3) Exchanges are instituted and maintained for the benefit of the enlisted men and this principle will be kept in view at all times and under all circumstances. They will, therefore, be conducted in such manner as to be of real assistance and convenience to the enlisted men of the command rather than as large profit-making institutions.

### ESTABLISHMENT

### 12–2

(1) **For any organization.**—An exchange may be established for any organization of the Marine Corps upon the written application of the commanding officer, approved by the Major General Commandant. Authority to approve the establishment of exchanges for organizations serving outside the continental limits of the United States is delegated to the commanding marine officer of the force with which serving.

(2) **Capital.**—When the establishment of an exchange has been authorized, the exchange council, with the approval of the commanding officer, will fix the amount of capital necessary, which may be raised by subscription among the enlisted men and officers or may be borrowed from the Marine Corps Fund, or from such other source as may be approved by the Major General Commandant.

(3) **Designation.**—Exchanges will be designated according to the organization to which they pertain, e. g., Post Exchange, Marine

Barracks, Norfolk; Second Regiment Exchange; Fourteenth Company Exchange.

(4) Any available set of public buildings, or rooms therein, may be set aside by the commanding officer for the use of the exchange or, when the financial condition of the exchange will justify such a course, a suitable building or buildings may be erected for the purpose. If a temporary building is erected for the use of the exchange, or if such a building is constructed wholly or in part by the labor of troops, the use of the necessary transportation and such tools and building material as can be spared by the Quartermaster's Department is authorized. Repairs and alterations to the exchange building will be made by the Quartermaster's Department when practicable. When the necessary and authorized repairs and alterations cannot be so made, the expense thereof may be borne by the exchange.

(5) **Fuel, heat, light, power, gas, and water.**—Article 20–36, Marine Corps Manual. The Quartermaster's Department will provide necessary heat and illumination for exchange recreational rooms.

(6) **Activities.**—No activities other than the following will be operated by a Marine Corps Exchange, except by specific authority of the Major General Commandant: Store, soda fountain, beer garden, restaurant, gasoline filling station, barber shop, tailor shop, cobbler shop, theater, recreation rooms, library, bowling alleys, poolrooms, gymnasium, and athletic teams.

(7) **Concessions.**—Under no conditions will a concession be given to any person or group of persons to operate any activity of a Marine Corps Exchange.

### COMMANDING OFFICER

### 12–3

(1) **Appoints exchange council.**—The commanding officer will detail in writing the members of the exchange council, the exchange officer and assistants, the exchange employees, and the committee of noncommissioned officers. In making these appointments, he should take into consideration the knowledge, experience, and interest of the officers and enlisted men of and in the affairs of the exchange.

(2) **Responsible for expenditures.**—The commanding officer who approves the appropriations of the exchange council will be held responsible for expenditures not made in accordance with regulations.

(3) **General administration.**—The commanding officer will be responsible for the general administration of the affairs of the exchange and will require all regulations pertaining thereto to be observed.

(4) **Inspections.**—The commanding officer will be held responsible that the necessary inspections are made to insure that funds, merchandise, and property are being properly kept and safeguarded. He will inspect, or cause to be inspected, the accounts of the post exchange at least once each month.

### EXCHANGE OFFICER

### 12–4

(1) **Conducts exchange.**—The affairs of the exchange will be conducted by a commissioned officer known as the exchange officer, who will be selected and detailed in writing by the commanding officer of the organization to which the exchange pertains. The appointment by the commanding officer of eligible commissioned officers as assistants to the exchange officer in large exchanges is authorized. Second lieutenants, chief warrant officers and warrant officers will not be detailed as exchange officers without the authority of the Commandant of the Marine Corps. Officers detailed to staff departments will not be detailed as exchange officers. [C. M. C. M. 2.]

(2) **Supervises subordinates.**—The exchange officer will carefully supervise the conduct and duties of his subordinates in the exchange. He will frequently and at irregular intervals check their accounts, with a view both to verifying their accuracy and to detecting irregularities.

(3) **Custodian of records, funds, and property.**—The exchange officer will be the custodian of the records, funds, and other property of the exchange and will be responsible for their safekeeping and preservation. In the case of loss to the exchange, he will be required to show affirmatively that he exercised due care and diligence in the discharge of his duties in all circumstances connected with the loss, failing in which he will be required to reimburse the exchange for such loss.

(4) **Personally takes inventory.**—The exchange officer will frequently and at irregular intervals take inventories of merchandise and property. Preliminary inventories made by the post exchange officer or exchange attendants will not be made available to the post exchange council.

(5) **Acting exchange officer.**—In the absence of the exchange officer and his assistants, their duties in the exchange will be conducted by officers acting in their places, detailed by the commanding officer, under such conditions as the commanding officer may prescribe. If the absence is to be for a period of more than 3 days and less than 10 days, the officer will leave the funds with the officer acting in his place, taking a memorandum receipt therefor. If the absence is to be for a period of more than 10 days, the officer will be regularly relieved and the funds and property transferred to his successor.

(6) **Upon relief.**—When an exchange officer or assistant is relieved he will invoice to his successor, and his successor will receipt to him for all accounts and vouchers turned over, specifying such as are missing, using for this purpose a combination invoice and receipt. This invoice and receipt will be filed with the final balance sheet of the officer relieved, copies being furnished the relieving and relieved officers.

### ATTENDANTS

### 12–5

(1) **Selection.**—The exchange officer will be assisted by a steward and such other attendants as the business may warrant. The attendants will ordinarily be enlisted men detailed from the command, but the employment of retired men or of civilians is authorized where the financial condition of the exchange justifies the expense, in the selection of whom preference will be given to retired and honorably discharged marines, other circumstances being equal. No enlisted man will be detailed to duty in any one post exchange of the Marine Corps in any capacity for a period of more than 3 years out of any 6 consecutive years. The following table will govern the allowance of noncommissioned officers and privates for post exchanges:

*Table of allowances*

| Monthly gross sales | MT Sgt. | Tech. Sgt. | Stf. Sgt. | Sgt. | Cpl. | Pvt. | Total |
|---|---|---|---|---|---|---|---|
| $1,500 gross and under |  |  |  | 1 |  |  | 1 |
| $1,500 to $3,000 |  |  |  | 1 |  | 1 | 2 |
| $3,000 to $6,000 |  |  |  | 1 | 1 | 1 | 3 |
| $6,000 to $10,000 |  |  |  | 2 | 2 | 1 | 5 |
| $10,000 to $20,000 |  |  | 2 | 1 | 1 | 1 | 5 |
| $20,000 to $50,000 |  | 2 | 1 | 1 | 1 | 1 | 6 |
| $50,000 to $75,000 |  | 2 | 1 | 2 | 1 | 1 | 7 |
| $75,000 to $100,000 | 2 | 1 | 1 | 2 | 1 | 1 | 8 |

For each $25,000 over $100,000—1 additional private.

For each branch exchange or activity, an additional allowance, less bookkeeper, dependent upon the gross sales of the branch concerned. [C. M. C. M. 3.]

(2) **Qualifications.**—All attendants of the exchange should be men of excellent record and character. They should be without extravagant tastes and men who are able and satisfied to live within their means.

(3) **Bond.**—The exchange steward, the bookkeeper, and all other employees who have cash, merchandise, or property in their charge will be bonded, in amounts to be determined by the exchange council, but at least sufficient to cover normal activities, with the approval of the commanding officer, the expense thereof to be borne by the exchange.

(4) **The exchange steward**, if an enlisted man, should be a noncommissioned officer having the necessary business qualifications and knowledge of accounts. He should be of unquestioned integrity, have the character necessary to enforce order and discipline in the exchange, and possess the full confidence of the exchange officer in all respects.

(5) **Bookkeeper.**—When the books are kept by an attendant other than the post exchange steward, he will be assigned to no other duties in the exchange than that of bookkeeper and under no circumstances

will he have access to the cash. Where no bookkeeper is employed the exchange steward will keep the books of the exchange, under the supervision of the exchange officer.

(6) **Extra compensation.**—The exchange attendants will be paid such extra compensation from the funds of the exchange as may be prescribed by the exchange council and approved by the commanding officer. Such compensation may be either a salary or a percentage of the amount of the receipts.

(7) **Responsibility of steward.**—The exchange steward will be responsible to the exchange officer for the merchandise and property of the exchange committed to his charge, and will be held pecuniarily responsible for any loss occurring in the exchange due to a failure on his part to exercise due care and diligence in the discharge of his duties.

(8) **Relief of steward.**—When the steward is relieved, an inventory of all merchandise and property in his charge will be taken, and his account will be closed. The new steward (and the relieved steward, if practicable) will be present when this is done.

(9) **Personal sales prohibited.**—No attendant will be permitted to sell articles in the exchange on his own account.

(10) **Personal profit prohibited.**—Neither the steward nor any other employee of the exchange shall have any personal profit in the purchases, sales, or any advantage of wastage or perquisites of any kind whatever.

## EXCHANGE COUNCIL

### 12–6

(1) **Personnel.**—The exchange council will be a continuous body detailed in writing by the commanding officer, of not less than three commissioned officers, including the post exchange officer who will have a vote. If the number of Marine Corps officers attached to the post is less than three, the commanding officer himself will be a member. In case the commanding officer is alone he will act as exchange council. Officers detailed to the ~~Adjutant and Inspector's~~ Personnel Department will not be detailed as members of the council. The exchange officer will not take part in the audit or in the inventories, but will assist the council by giving advice and information.

(2) **The exchange council will make recommendations** regarding exceptional purchases, the compensation of attendants and employees, and make such other recommendations as to the management and conduct of the exchange as it may deem appropriate.

(3) **The exchange council will be convened** at any time at the call of its president or by order of the commanding officer.

(4) **Regular meetings.**—On the last day of the accounting period (or on the day following when falling on a Sunday or on a holiday), whenever the exchange officer is relieved, and at such other times as may be necessary or advisable, the exchange council will meet and proceed to audit the accounts and take inventories of cash, coupons, bills receivable, and merchandise. The monthly inventories taken in July and January will include all other property.

(5) **The exchange council may delegate** the details of inventory, audit, and investigation of the affairs of the exchange to committees of one or more of its members, excluding the exchange officer, appointed by the president. The reports of these committees will be submitted to the full meeting of the council, and the council in accepting such reports adopts them as its own and becomes responsible for their accuracy.

(6) **The loss of collectible credits will be investigated** and reported on by the exchange council, the report and recommendations of which will be forwarded by the commanding officer, with his recommenda-

tions, to the Major General Commandant, or, in the Department of the Pacific, the departmental commander, or if serving in a marine brigade outside the continental limits of the United States, to the brigade commander for decision as to responsibility.

(7) **The exchange council will verify and certify all entries** in the balance sheets submitted by the exchange officer.

(8) **Proceedings.**—(*a*) The proceedings of the exchange council will be made a matter of record and will be submitted to the commanding officer for his action. After the commanding officer has taken action on them, a copy will be forwarded to the Major General Commandant together with the balance sheet.

(*b*) Records of proceedings of exchange councils will contain the following information and any other that is appropriate:

Composition of the council.
Date of convening.
Certificate that cash has been verified and merchandise inventoried.
Amount of overage or shortage in merchandise inventory.
Discussion of transactions not routine, including an itemized statement of donations.
Recommendations.
Signatures.
Action of the commanding officer.

(9) **Minority reports.**—Members of an exchange council have the right to submit minority reports, which will be signed, and submitted to the commanding officer with the report of the council.

(10) **Disapproval of proceedings.**—Should the commanding officer disapprove the proceedings or recommendations of the exchange council, or any part thereof, he will return the report, with his remarks thereon, for reconsideration and further action. Should the exchange council after reconsideration adhere to its conclusions, and the commanding officer again disapprove, the action of the commanding officer will be final, except as to matters involving financial responsibility, in which case the report of the proceedings will be sent by the commanding officer to the Major General Commandant, or, in the Department of the Pacific, the departmental commander, or, if serving with a marine brigade outside the continental limits of the United States, to the brigade commander, whose decision thereon will be final.

(11) **Responsibility.**—The members of an exchange council will be held pecuniarily responsible for losses to an exchange due to negligence or lack of due care and diligence in the performance of their duties.

### COMMITTEE OF NONCOMMISSIONED OFFICERS

### 12-7

(1) A committee of representative noncommissioned officers, appointed in writing by the commanding officer, will be convened quarterly or oftener. This committee will be afforded all proper means for investigating the condition of the exchange, and will submit in writing to the exchange council its views and recommendations in respect to the operations of the exchange. The recommendations of this committee will receive due consideration by the council.

(2) The reports of the noncommissioned officers' committee, signed by its members, will be attached to the record of proceedings of the exchange council.

### STOCK AND PROPERTY

### 12-8

(1) **Orders for merchandise or supplies** of any kind for the exchange will be given in writing, signed by the exchange officer, and a duplicate kept on a permanent file. In case a telephonic order is necessary, a memorandum of such order, signed by the exchange officer, will be kept. In cases of emergency, when supplies are required and the exchange officer is not present or available, a written order may be signed by the commanding officer. The exchange officer will notify, in writing, all firms and individuals from whom purchases are made that the exchange will not be liable for the payment of any bills for merchandise or other property purchased by any other persons than the exchange or assistant exchange officers in person or upon written order of the commanding officer, and that the original invoices pertaining to any purchase must be mailed direct to the exchange officer. In no case shall orders, however small, be signed or given by an attendant, except that the steward may be authorized by the exchange officer, in writing, to order ice cream and milk in emergencies when the exchange officer is not present. When articles of Marine Corps uniform or equipment are sold in post exchanges they must conform in every respect to the specifications as contained in Uniform Regulations, U. S. M. C.

(2) **Inspection of supplies.**—All merchandise and other property received for the exchange will be inspected by the exchange officer or the assistant exchange officer, or in case he is not available, by an officer designated by the commanding officer, who will personally satisfy himself as to the quantity and quality of each article received, and certify to the facts on the face of the invoice. If no invoice is

received a certificate will be prepared and signed by the inspecting officer. A rubber stamp of the following form should be provided:

Invoice No________________________________
Invoice Received___________________________
Goods received____________________________
Checked in________________________________
Entered S. R______________________________
Entered Steward___________________________
Bookkeeper________________________________
Paid by check_____________________________
Voucher No________________________________

(3) **Purchases limited.**—Supplies will be purchased only in sufficient quantities to meet the needs of the exchange for the immediate future. The amount carried will be governed by the proximity of adequate markets and the facilities for delivery to the exchange.

(4) **Merchandise in exceptional quantities** will not be procured except upon the recommendation of the exchange council, with the approval of the commanding officer.

(5) **The Quartermaster's Department is authorized to sell** to exchanges such articles of clothing, rations (including ice), forage, furniture, and fixtures as may be needed and can be spared from the stock on hand.

(6) **Storeroom.**—In exchanges where such a system is practicable, a storeroom should be provided which will be placed in charge of an attendant as storeroom keeper. When a storeroom is provided the storeroom keeper will receive all stores of whatever kind that come into the possession of the exchange, and issue all stores to the several departments on written requisition in triplicate. These requisitions will be O. K.'d by the steward, and when filled the original will be filed in the storeroom, the duplicate with the department receiving the goods, and the triplicate with the person who keeps the accounts.

(7) The handling of merchandise by consignment agreement by a post exchange is prohibited.

(8) **"Free merchandise."**—When merchandise is received in excess of that ordered, as "free merchandise," it will be taken up on certificate by the exchange officer, and shown as a gain in the merchandise account. The certificate will be attached to the invoice in connection with which the "free merchandise" is received.

## MANAGEMENT

### 12–9

(1) All obligations will be paid as soon as practicable, to the end that the liabilities of the exchange may be at a minimum at all times and the advantages of discounts obtained.

(2) Price lists will be conspicuously posted in the various sections of the exchange, and prices will be plainly marked on the shelves. The terms "reasonable prices" and "reasonable profits" as

used in Article 12–1 are interpreted to mean that to the net invoice price of an article, less trade discounts, plus transportation and overhead charges, a percentage will be added sufficient to cover the cost of handling, breakage, or deterioration, and to make a small net profit.

(3) **A copy of the latest balance sheet,** showing the exchange council's and commanding officer's action thereon, will be kept posted in a conspicuous place in one of the exchange rooms.

(4) **Regulations.**—A corrected copy of these regulations will be kept hung up at all times in an accessible place in one of the exchange rooms.

(5) **Rules of order** will be prescribed by the exchange officer, with the approval of the commanding officer, and a copy thereof posted in each of the exchange rooms.

(6) **Gambling forbidden.**—Gambling or playing any game for money, or anything of value, or raffling, or the use of any device that savors of gambling, such as punchboards, slot machines, grab or claw machines, etc., is forbidden in an exchange.

(7) **The use of penalty envelopes** will be governed by article 9–21.

(8) **Civilians** not employed at a post will not be permitted to enter an exchange without the authority of the commanding officer.

(9) **The presence of an attendant** in the exchange will be required all day, and at night when at all practicable.

(10) **Mail and correspondence** pertaining to the post exchange will be opened only by the exchange officer or by the assistant exchange officer.

(11) **Sales.**—Except as otherwise authorized by the Major General Commandant, sales by Marine Corps exchanges will be limited to:

(a) Units and components thereof of the Marine Corps and Navy. (b) Personnel of the Marine Corps and Navy, active and retired, and their immediate families, and enlisted men transferred to the Fleet Marine Corps Reserve or Fleet Naval Reserve after sixteen or more years' regular service and their immediate families. (c) Other members of the Marine Corps Reserve and Naval Reserve on active duty within the reservation. (d) All members of the Marine Corps Reserve, articles of uniform and equipment.

(12) **Removal of merchandise and property from station.**—Merchandise and property will not be removed from the station of the organization or post to which they pertain, except when it is necessary to use athletic equipment in regularly scheduled games, or merchandise donated for the recreation and amusement of the enlisted men of the command.

(13) **Surveys.**—Damaged merchandise or property will be brought before a member of the exchange council, other than the exchange

officer, for survey. The report of the action taken will be made on adjusting voucher signed by the council member and entries made in the appropriate records.

### CASH

### 12–10

(1) The exchange officer or assistant exchange officer will attend to all cash transactions in person, except routine cash sales. He will allow no employee to have access to the cash after it is turned in to him. A reasonable sum, for which monthly receipt will be taken, may be placed or left in the hands of the steward for the purpose of making change.

(2) **Removal of funds from station.**—Under no circumstances will the exchange funds be removed from the station of the organization or post to which they pertain, except as may be necessary for the payment of obligations, for deposit, or for the purpose of obtaining necessary change.

(3) **Depository.**—When not impracticable, exchange funds, except such amounts as may be reasonably necessary for routine transactions, will be deposited in a Government depository or, if one is not available, in a national bank or in such other bank as may be approved by the Major General Commandant.

(4) **Government checks** may be cashed by the exchange officers for enlisted men, and will be cashed for marines discharged, if practicable, whenever such checks cannot be cashed otherwise without expense or delay. No charge will be made for this accommodation.

(5) **Private checks** may be cashed by the exchange for officers in amounts fixed by the exchange council, with the approval of the commanding officer, but not in excess of $25 in one day for any officer. Exchanging cash for checks or checks for cash is not a transaction under modern bookkeeping practice requiring an entry on the books of the exchange. It is simply changing the type of cash and no entry will be made unless a check is dishonored. However, in case of exchanging a check for cash the check stub or check register will contain the notation "exchange for cash."

(6) **Payments of bills by check.**—The exchange officer will not permit the attendants to pay the obligations or bills of the exchange and will, whenever it is possible, make payments of such obligations or bills by check.

(7) **A cash register** will be provided for each exchange, and for each department thereof, if practicable. All cash received will be placed in the cash drawer and the amount of the sale rung up. The indicator of the cash register will be kept locked and the keys kept in the personal possession of the exchange officer. The indicator of the cash register will be read daily by the post exchange officer at the time he takes up the cash.

(8) The exchange officer will compare daily the sales as shown by the cash register with the sales as shown by the steward's daily report.

(9) **Cash turned in by steward.**—The exchange officer will require the steward to turn in to him the cash in excess of that authorized to be kept for change at a convenient hour approximating the closing of the post exchange for the night, or at such hour as the commanding officer may direct. In case the post exchange officer is absent the steward will turn in the cash to the officer of the day or such other officer as the commanding officer may direct, who will give a receipt for same and be responsible for its delivery to the exchange officer. On days when unusual amounts are received, cash will be turned in to the exchange officer as many times as may be necessary in order, to prevent a considerable accumulation in the hands of the attendants. At no time shall the total cash in the custody of the steward be allowed to exceed one-fourth the amount for which the steward is bonded.

(10) **Cash will not be left in the cash register or drawer overnight.**—The steward will be provided with a combination-lock safe of such size and condition as to be reasonably secure against theft, and such cash as may be in the hands of the steward for change, as provided in paragraph (1), together with cash that is received between the hour mentioned in paragraph (9) and the close of business for the night, will be placed in the steward's safe, provided the total of such cash does not in any case exceed one-fourth the amount for which the steward is bonded. When cash is thus left in the safe of the steward overnight, all cash receipts so left will be turned in to the exchange officer as soon as practicable on the following morning.

(11) **Check book or check register.**—The bank balance will be kept in the check book or check register. Deposits and amounts drawn by check will be entered on the stubs or in the register and the balance carried forward on each stub or page. The word "cancelled" will be written across the face of all cancelled checks and on the stub or in the check register. Paid checks returned from the bank will be immediately pasted or otherwise securely attached to their stubs in such a manner as not to cover any entries on the stub or in case check vouchers are used, they will be filed serially.

## CREDIT

## 12–11

(1) **General.**—All Marine Corps exchanges will be conducted on a cash basis, extending no credit for merchandise or services, except as provided in this section.

(2) **Conditions under which credit may be extended.**—Credit may be extended to enlisted men under the following conditions:

(*a*) To men joining by reenlistment after having been separated from the service for a period of more than one month, for articles necessary for their health, comfort, and convenience, upon written approval of the commanding officer.

(*b*) To recruits, for articles necessary for their health, comfort, and convenience, upon written approval of the commanding officer.

(*c*) To men for barber, tailor, and shoemaker services, not to exceed $3.00 per month for all three services.

(*d*) To men in a nonpay status awaiting trial, awaiting results of trial, and serving sentence, for articles necessary for their health, comfort, and convenience, upon written approval of the commanding officer.

(*e*) To Navy Supply Officers for articles requisitioned for enlisted personnel of the Navy held in custody at a marine barracks, or serving sentence. (See art. 921, Navy Regulations, and sec. 2153–4, Bureau of Supplies and Accounts Manual.)

(*f*) Under conditions and situations when the extension of credit is specifically approved by the Major General Commandant.

(3) **Sales slips.**—When credit is extended sales slips will be used. They will be initialed by the salesman and signed by the purchaser. They will be turned in by the steward to the exchange officer daily. They will be retained by the exchange officer as notes until the indebtedness has been satisfied, when they will be plainly stamped "Paid," and returned to the men if practicable, or, if not practicable, destroyed, except that when men are transferred such slips will be retained six months before being destroyed. When coupon books are sold on credit a sales slip will be used. In this connection coupons will be used as far as practicable for the extension of credit to men in good standing.

(4) **Services furnished prisoners gratis.**—Services performed by the barber, tailor, and shoemaker for enlisted men held in custody as prisoners, not in a pay status and without funds, who are awaiting trial or final disposition of their cases, will be furnished, without charge, both for the services rendered and the actual cost of the supplies or materials furnished.

(5) **Collections for credit.**—(*a*) Collections will be made in cash at the pay tables as far as practicable. Where such is not practicable the procedure for collections through the Paymaster of amounts due on account of credit extended is set forth in article 25–161.

(*b*) **Commanding officer.**—Extension of credit under conditions set forth in 2 (*c*) and (*e*), above, do not require the approval of the commanding officer. His authorization to the exchange officer to extend credit to the men under the conditions set forth in 2 (*a*) and (*d*), above, will include the name of each man and the amount of monthly credit to be extended in each case. His authorization covering 2 (*b*), recruits, may be a blanket authorization to cover all recruits with the amount extended to each recruit stated. The original of each authorization will be forwarded to the exchange officer as his authority for extending credit. A duplicate will be forwarded to the commanding officer rendering the pay roll on the man for whom the credit is authorized as his authority for placing the names on the credit roll he renders to the exchange officer.

(*c*) **Credit roll.**—At the beginning of each month, each commanding officer rendering a pay roll will submit a credit roll to the exchange officer upon which will appear the names and signatures of each man of the organization who desires credit extended under the provisions of 2 (*c*), barber, tailor, and shoemaker services, together with the names and signatures of each man to whom the commanding officer has authorized the extension of credit, with the amount of monthly credit approved for each man. Credit rolls will be submitted to the exchange officer in duplicate, the original of which will be retained by him as his authority for extending the credit, the duplicate returned with a certificate of receipt. Supplementary credit rolls will be submitted for men who join during the month subsequent to the submission of the credit roll.

(*d*) **Collection rolls.**—The exchange officer prior to submitting rolls will ascertain from the commanding officer rendering a pay roll which men to whom credit has been extended come within the provisions of article 25–161, for collections, and will take action indicated in that article for such men. For cash collections to be made at the pay table the exchange officer will submit, in duplicate, to each commanding officer rendering a pay roll a collection roll setting forth the amount of credit extended to each man of the organization during the month. The original will be used at the pay table to make collections. When the collections have been completed it will be returned to the exchange officer with a statement shown thereon of the collections made and the reasons for not making collections, if any, and then used as a supporting voucher in the exchange records. The duplicate will be receipted by the exchange officer acknowledging the collections received, and then returned with the sales slips covering the collections made to the commanding officers concerned.

(*e*) **Navy supply officer.**—The Navy Supply Officer will be billed for the credit extended to Navy personnel outlined in 2 (*e*).

(6) **Responsibility.**—(*a*) OFFICERS COMMANDING ORGANIZATIONS FOR WHICH PAY ROLLS ARE RENDERED.—Such officers will be held liable to an exchange for loss due to the failure to make proper cash collections, or for failure to make proper checkages on the pay rolls, or to enter indebtedness upon service record books when required by the regulations.

(*b*) EXCHANGE OFFICERS.—Such officers will be held liable to the exchange for loss due to the extension of credit in excess of that approved on credit rolls, or for failure to submit the proper collection rolls, or to make the proper collection or claim as required in the instructions contained in article 25–161.

### ACCOUNTS AND RECORDS

### 12–12

(1) **How kept.**—The accounts of an exchange will be kept in such form and in such detail as will enable the exchange officer, the exchange council, the commanding officer, or an inspecting officer to obtain a full history of the transactions of the exchange, and to ascertain the condition of the affairs of the exchange at any time.

(2) It should be kept in mind that transactions which are not recorded are not available for scrutiny in the absence of those actually effecting the transaction, and that therefore all essential matters should be committed to the records.

(3) **Removal of records from station.**—The records of an exchange will not be removed from the station of the exchange except on the authority of the commanding officer or the Major General Commandant. Upon the permanent closing of the exchange they will be forwarded to the ~~Adjutant and Inspector~~. Director, Personnel Department

(4) **The double-entry system of bookkeeping** will be used in all exchanges, and the following books and accounts will be kept:

(5) **Blotter,** in which the exchange officer or his authorized assistant will keep in his own handwriting a rough record of all cash receipts and expenditures. The blotter may be omitted if such officer keeps the cash book journal in his own handwriting.

(6) **The steward's account** is the record in which the exchange officer or assistant exchange officer will keep in his own handwriting a memorandum account with the steward debiting him with the selling value of the merchandise turned over to him for sale and crediting him with the selling value of all goods sold or properly expended. All entries will be made in the presence of the steward. Proper debit and credit will be made when selling prices are changed. The balance of this account will show the selling value of the merchandise which the steward should have on hand. The selling price value of the inventory will be credited at the end of the accounting period. If there is an overage or a shortage in the value of the actual physical inventory, the account will be debited the value of the overage and credited the value of the shortage. The actual value of the physical inventory will be carried forward to the next accounting period. The value of the overage or shortage will be entered in the post exchange council's report with the recommendations as to the action to be taken. Articles which do not have a definite unit-cost value when divided up and sold in units, or as parts of other articles, such as draft beer, bulk ice cream, lunch supplies, gasoline, barber supplies,

shoemaker supplies, tailor supplies, etc., will not be carried in the steward's account. They will be carried in the account of the activity concerned at the cost price of the articles as received in bulk. The selling price of such articles will be determined in accordance with the principle set forth in article 12-9 (2).

(7) **The steward's daily reports.**—This is a standard form used throughout the Marine Corps. Its object is to show the daily operations of the exchange from the standpoint of the steward as regards cash and merchandise and other activities. The exchange officer will require the steward to submit this report to him daily and to turn in with it the cash in excess of that authorized to be kept for change.

(8) **The cashbook journal** is the record in which will be kept a smooth account of all transactions. Entries will be made in separate columns, appropriately headed, according to the classification in which it is desired to divide the receipts and expenditures. The number of the check, voucher, or invoice supporting each expenditure or receipt will be entered in the appropriate column.

(9) **The ledger** is the record in which summaries of the exchange's debit and credit transactions will be entered. The ledger will be divided into two sections—the general and the petty ledger. The postings appearing in the general ledger are made in lump sum totals monthly, from the columns of the cash book journal. The petty ledger will contain accounts with every firm or individual with whom the exchange has any transactions. This includes all employees and attendants. The postings appearing in the petty ledger are made daily for each firm and individual account appearing in the cash book journal.

(10) **Entries in the columns of the cash book journal.**—The purpose of the arrangements of money columns of the cash book journal is to simplify the posting of the various classifications of data to the ledger. The columns represent accounts in the general ledger. If a ledger account has only debits posted thereto, as in the case of recreation and expense, a debit column only is provided in the cash book journal. Accounts which ordinarily have both debit and credit transactions are represented in the cash book journal by both debit and credit money columns. Blank columns are provided in the regulation form of the cash book journal which may be captioned to suit the requirements of the individual post exchange in instances where accounts are required in addition to the ones ordinarily maintained. The following account columns are ordinarily kept in the cash book journal:

(*a*) RECREATION.—This is normally a loss account and entries will be made in the debit column setting forth each transaction during the period involving a donation, either cash, merchandise, or anything of value, to the recreation and amusement of enlisted men. The money value of each donation will be credited to cash or merchandise, as the case may be, in the credit side of the cash book journal.

(*b*) PROPERTY.—Entries will be made in these columns setting forth each transaction in items concerning property of the exchange including property used by activities, which is not carried for sale. Entries will be made in the debit column of the money value of all property received during the period, and the amount of any increase in value. Entries will be made in the credit column of the value of all property expended, the amount realized from the sale of property, and the amount of depreciation of property during the period.

(*c*) EXPENSE.—This is a loss account and entries will be made in the debit column setting forth each transaction during the period involving an expense, such as salaries of attendants, with the exception of the barber, tailor, shoemaker, soda fountain attendants, etc., which will be debited to those particular columns, bonding of employees, ice for general use, insurance, books and stationery for use in the exchange, repairs to property, and transportation charges when the transportation involved is an item belonging to general expense. The corresponding credit entry is normally made in the accounts payable column and cash column.

(*d*) LOSS AND GAIN.—Entries will be made in the debit column concerning each transaction involving a loss to the exchange during the period, such as, dropping of uncollectible accounts receivable, the cost value of surveyed merchandise, the value of property depreciated, etc. Entries will be made in the credit column concerning each transaction involving a gain to the exchange, such as, the value of gifts to the exchange, proceeds from the sale of junk, the value of free merchandise, etc.

(*e*) BARBER, TAILOR, AND SHOEMAKER.—Entries will be made in the debit columns involving expenses in conducting these activities, including salaries to attendants. Entries will be made in the credit columns of the amount of cash received from the activity or the amount of credit extended. Such is normally taken from the steward's daily report.

(*f*) BILLS RECEIVABLE.—Entries will be made in the debit column of all sales on credit to enlisted men during the period. Entries will be made in the credit column of all cash receipts from credit extended to enlisted men and all uncollectible credits to enlisted men dropped as a loss.

(*g*) ACCOUNTS RECEIVABLE.—Entries will be made in the debit column of all sales on credit to officers during the period. Entries will be made in the credit column of all payments on account made by officers during the period.

(*h*) ACCOUNTS PAYABLE.—Entries will be made in the debit column of all payments made by the exchange to dealers during the period. Entries will be made in the credit column of all bills owed by the exchange to dealers or firms, whether paid during the period or not.

(*i*) MERCHANDISE.—Entries will be made in the debit column of the cost price of all merchandise received during the period, including any transportation charge on the merchandise. Entries will be made in the credit column of the selling price of all merchandise sold during the period, and the cost price of all merchandise expended, returned to dealer, or transferred to other accounts.

(*j*) CASH.—Entries will be made in the debit column of all items of cash received during the period. Entries will be made in the credit column of all items of cash paid out during the period.

(*k*) INTEREST AND DISCOUNT.—This is normally a credit account and entries will be made in the credit column of all items of interest received on deposits, and all items of discount actually taken on paid bills.

(*l*) AMUSEMENT ROOMS.—This account covers the activities of the bowling alleys and other forms of amusement rooms from which revenue is derived. Entries will be made in the debit column of all items of expense involved in conducting amusement rooms, except property which will be debited to the property account. Entries will be made in the credit column of the amount of cash received from the operation of these rooms.

(*m*) FOUNTAIN.—Entries will be made in the debit column of the cost price of all articles, such as ice cream, etc., received for the fountain during the period. Entries will be made in the credit column of the amount of cash received, and the cost price of articles returned to the dealer, expended, or transferred to other accounts. Such is normally taken from the steward's daily report.

(*n*) LUNCH COUNTER.—Entries will be made in the debit column of the cost price of all foodstuffs to be sold in the lunch counter received during the period. Entries will be made in the credit column of the amount of cash received, and the cost price of articles returned to dealer, expended, or transferred to other accounts. Such is normally taken from the steward's daily report.

(11) **Entries in the general ledger.**—The postings appearing in the general ledger are made monthly in lump sum totals from the footings of the cash book journal. The following accounts will be kept in the ledger:

(*a*) CASH.—On the debit side of this account will be entered the cash balance on hand at the beginning of the accounting period and the total of the cash column on the debit side of the cash book journal. The credit entry will be the total of the cash column on the credit side of the cash book journal. The credit side will also show, in red ink, the balance of the cash remaining on hand at the end of the accounting period. This balance will be transferred to the debit side of the balance account.

(*b*) MERCHANDISE.—On the debit side of this account will be entered the cost price of the inventory of merchandise on hand at the beginning of the accounting period and the total of the merchandise column on the debit side of the cash book journal. The debit side will also show the profit on merchandise during the period. This will be shown in red ink and transferred to the credit side of the loss and gain account. The credit entry is the total of the merchandise column on the credit side of the cash book journal. The credit side will also show, in red ink, the cost price of the inventory of merchandise on hand at the end of the period, which will be transferred to the debit side of the balance account.

(*c*) ACCOUNTS PAYABLE.—On the debit side of this account will be entered the total of the accounts payable column on the debit side of the cash book journal. The credit side will contain the balance owed by the exchange to dealers and firms at the beginning of the accounting period and the total of the accounts payable column of the cash book journal on the credit side. The balance of this account, entered in red ink, will be transferred to the credit side of the balance account. This balance must agree with the schedule of accounts payable filed with the balance sheet.

(*d*) ACCOUNTS RECEIVABLE.—On the debit side of this account will be entered the balance due from the officers at the beginning of the accounting period and the total of the accounts receivable column on the debit side of the cash book journal. The credit entry is the total of the accounts receivable column on the credit side of the cash book journal. The balance of this account, entered in red ink, will be transferred to the debit side of the balance account. This balance must agree with the total of the schedule of accounts receivable filed with the balance sheet.

(*e*) BARBER, TAILOR, SHOEMAKER, FOUNTAIN, LUNCH ROOM, AND OTHER SIMILAR SERVICES.—The debit side of these accounts will contain the cost price of the inventory at the beginning of the accounting period, if any, and the total of the debit column of the cash book journal. The debit side will also show, in red ink, the profit made during the period, which will be transferred to the credit side of the loss and gain account. The credit entry is the total of the credit side of the cash book journal. The credit side will also show, in red ink, the cost price of the inventory on hand at the end of the period, which will be transferred to the debit side of the balance account.

(*f*) LOSS AND GAIN.—The debit entry is the total of the loss and gain column on the debit side of the cash book journal. The debit side will also show the balances transferred from other accounts operating at a loss, such as recreation and expense. The credit entry is the total of the loss and gain column on the credit side of the cash book journal. The credit side will also show the balances transferred from other accounts showing a gain, such as merchandise, amusement rooms, interest and discount, barber, tailor, lunch room, fountain, and other similar services. The balance, showing the net gain or loss, is entered in red ink on the side necessary to balance. If the balance is on the credit side, it is a net loss, while if it is on the debit side, it is a net gain. A net gain is transferred to the credit side of the exchange account, and a net loss is transferred to the debit side of the exchange account.

(*g*) Expense.—The debit entry is the total of the expense column of the debit side of the cash book journal. The credit side will be balanced and transferred to the debit side of the loss and gain account.

(*h*) Interest and discount.—The credit entry is the total of the Interest and Discount column on the credit side of the cash book journal. The debit side will be balanced and transferred to the credit side of the Loss and Gain Account.

(*i*) Property.—This account will show on the debit side the value of all property on hand at the beginning of the accounting period and the total of the property column on the debit side of the cash book journal. The credit entry is the total of the property column on the credit side of the cash book journal, and, in red ink, the balance of the property at the end of the accounting period, which will be transferred to the debit side of the Balance Account.

(*j*) Recreation.—The debit entry is the total of the Recreation column of the cash book journal on the debit side. The credit side will be balanced, in red ink, and transferred to the debit side of the Loss and Gain Account.

(*k*) Amusement rooms.—The debit entry will be the total of the amusement rooms column of the cash book journal and the cost price of the inventory, if any, of articles other than property on hand at the beginning of the accounting period. The debit side will also show, in red ink, the profit made for the period, which will be transferred to the credit side of the Loss and Gain Account. The credit entry is the total of the amusement rooms column of the credit side of the cash book journal. The credit side will also show, in red ink, the cost of the inventory, if any, of articles other than property on hand at the end of the accounting period, which will be transferred to the debit side of the balance account.

(*l*) Exchange account.—This account represents the present worth of the exchange. On the debit side will be entered the net loss, if any, for the period as transferred from the credit side of the Loss and Gain Account. The entry on the credit side will be the Present Worth at the beginning of the period, and the net gain, if any, for the period, as transferred from the debit side of the Loss and Gain Account. The balance of this account is the Present Worth of the exchange at the end of the accounting period and is the same as the balance of the Balance Account.

(*m*) Balance account.—This is the account that exhibits the assets and liabilities of the exchange, and as such contains entries transferred from other accounts of the general ledger which consists of assets and liabilities. On the debit side will be entered the assets, such as cash, merchandise, accounts and bills receivable, property, and the inventories, if any, of barber, tailor, shoemaker, lunch room, fountain, amusement rooms, and similar services. On the credit side will be entered the liabilities, which are normally the total accounts payable. The excess of the assets over the liabilities is entered on the credit side in order to balance this account. This balance represents the present worth of the exchange and must agree with the present worth shown in the exchange account.

(12) **Entries in the petty ledger.**—The petty ledger will contain accounts with every firm or individual with whom the exchange has any dealings. This includes all employees and attendants. The petty ledger will be posted daily from the cash book journal. The debit side of each account will contain, first, any amount that may be owed to the exchange by the firm or individual for whom the account is kept at the beginning of the period. Second, the debit side will contain all payments made to the firm, or individual concerned as shown by the cash book journal. The credit side will show, first, the amount owed to the firm or individual at the beginning of the period, for merchandise, services or anything else. Second, the credit side will show all transactions wherein the firm or individual concerned has furnished or supplied the exchange with merchandise, services, or anything else of value. The balance of each account, in red ink, will show if such balance is entered on the debit side, the amount the exchange owes that person or firm at the end of the accounting period; if the balance appears on the credit side, the amount the person or firm owes the exchange at the end of the period will show.

(13) Invoices will be numbered serially by months, and the number of each invoice will be entered in the invoice number column of the cash book journal. There will be entered on the invoices the inspector's stamp, the unit and the total cost and selling values of each group of articles and the account or accounts, with the amount of each, to which debited. If it is impracticable to enter these facts on the invoice itself, a separate sheet may be used which will be securely fastened to the invoice it supports.

(14) **Vouchers.**—Vouchers will be required for all cash expenditures. Paid checks will be accepted as vouchers for expenditures where the accounts show the purpose for which the expenditures were made. When bills are not paid by check, commercial receipts or receipted bills will be required. Vouchers will be plainly numbered by months, and the voucher number entered opposite each expeneditur entered in the cash book journal.

(15) **Files.**—Separate permanent flat files will be kept for invoices, vouchers (except paid checks), inventories, balance sheets, steward's daily reports, credit rolls and notices, and collection rolls, on which these records will be filed in order.

(16) **Stock book.**—The storeroom keeper will enter in a stock book or card file, on the debit side, the number of articles and the selling value of all stores received, and on the credit side the number of articles and the selling value of all stores issued.

(17) **Coupon books** will be serially numbered and be countersigned before issued by the exchange officer. The name of the man to whom issued will be entered on the cover, and the coupons will not be hon-

ored except when presented by the man to whom issued. The books will be carefully accounted for by the exchange officer.

(18) **Closing the books.**—After the council has taken the inventory the books will be closed at the end of each accounting period, when the exchange officer is relieved, and at such other times as may be directed by proper authority.

(19) **Binders and forms.**—Form NMC–159, balance sheet, is furnished upon requisition by the Depot Quartermaster, Philadelphia, Pa. In order to have standard binders and forms used in all Marine Corps Exchanges, the following binders and forms will be purchased from the Headquarters Exchange Officer. These binders and forms are sold at cost:

Binders, cash book journal.
Binders, officer's blotter.
Binders, steward's account.
Forms, cash book journal.
Forms, officer's blotter.
Forms, steward's account.
Forms, Inventory.
Forms, steward's daily report.

(20) **Destruction of records.**—Records and accounts of the exchange may be destroyed, unless sufficient reasons exist to the contrary, when four years old, if they have been inspected by an officer of the Personnel ~~Adjutant and Inspector's~~ Department and all irregularities have been adjusted.

INVENTORY

## 12–13

(1) **General.**—Before the books can be audited the amount of the inventory on hand at the end of the accounting period must be determined. Inventories have two general features, quantity and value. Unless the quantity and value, at both cost and selling prices, are properly included in the inventory, true results will not be obtained. Therefore, a physical inventory involves determination of the quantities on hand by actual count, measurement, or weight of all goods on hand which have been recorded in the books of account, and the valuation of each unit cost and selling price. Errors of omission or commission may result in injustice either to the exchange personnel or to the command or to both. The greatest care and exactness will be exercised in taking inventories.

(2) **Procedure.**—The post-exchange officer will furnish the inventory committee of the council the inventory sheets with the names of all articles to be inventoried and the unit cost and unit selling price filled in. The post-exchange officer will be held responsible that the unit cost and selling prices entered on the inventory sheets are correct. Articles which are not entered on the inventory sheets will be filled in by a member or members of the inventory committee and unit cost

and selling prices will be furnished by the post-exchange officer. *All other entries* on the inventory sheets will be filled in by a member or members of the inventory committee of the council. The services of officers and competent enlisted men, except the exchange officer, his authorized assistants, and exchange attendants, may be used to assist in counting the quantity of the articles inventoried, but the inventory committee will be held responsible that the count is correct. A member or members of the inventory committee will personally verify from the invoices a sufficient number of unit cost and unit selling prices in order to insure that the entries made on the inventory sheets are correct and that a proper value is being given to the stock.

(3) **Inventory in relation to steward's account.**—The selling price inventory should balance the steward's account. (See art. 12–12 (6).)

(4) **Recapitulation.**—A recapitulation sheet will be prepared when all the individual totals have been compiled. The number of each inventory sheet will be entered on the recapitulation together with the total cost and selling value of the merchandise represented thereon. The entries on the recapitulation sheet will be certified to by the members of the inventory committee.

(5) **Disposition of inventory sheets.**—The inventory sheets and the recapitulation will be kept in the possession of some member of the exchange council and will not be returned to the exchange until such time as the balance sheet is prepared, signed by all members of the council, and approved by the commanding officer.

## AUDITING

## 12–14

(1) **Purpose.**—The purpose of an audit is to verify the records and reports which reflect the financial condition and operating results of the exchange to promote efficiency in accounting, and to furnish accurate information to the commanding officer, the exchange council and the exchange officer, which may serve as an aid to the administration of the exchange.

(2) **Exchange council.**—The audit will be performed by members of the exchange council, who may utilize the services of qualified officers and enlisted men, excluding the exchange officer, his authorized assistant and attendants. All work connected with the auditing must be done under the direct and personal supervision and scrutiny of the auditing committee composed of members of the exchange council.

(*a*) **Pencils.**—All persons conducting the audit will be provided with blue pencils for checking items. Whenever exchange personnel check items, they will use ordinary black pencils. Green pencil marks will be reserved for use by officers of the ~~Adjutant and Inspector's~~ Personnel Department.

(*b*) CHECKING.—As each entry in any record is verified a check mark (√) will be made opposite the entry in the column so provided. Before completion of the audit each book, file, and account will be gone over by a member of the auditing committee to ascertain whether any items have not been checked, and if such items are found they will be verified.

(*c*) ADDING MACHINES.—Auditing committees will take special care to see that adding machines are not improperly manipulated. Post exchange personnel will not be used to operate adding machines in totaling columns, or in any way connected with the audit.

(*d*) DISCREPANCIES AND IRREGULARITIES.—Careful note will be made that the regulations have been observed. In case of discrepancies or irregularities a report will be made by the council as to responsibility.

(3) **Auditing cash.**—(*a*) Secure a statement to the date of audit from the dispository.

(*b*) Count the cash on hand, including that in the hands of the steward for change, and verify the steward's receipt to see that it is dated subsequent to last audit. If checks are with cash they should be current ones and deposited immediately.

(*c*) VERIFY THE BANK BALANCE.—Check the deposits with the bank statement. Add to the check book, or check register balance, the total amount of outstanding checks. If this figure equals the balance as stated on the bank statement, the bank statement is reconciled.

(*d*) VERIFY THE CASH BALANCE.—Add to the cash balance of the end of the last accounting period the total receipts (debits) for the period under audit as shown by the cash book journal. From this amount subtract the total expenditures (credits) for the period under audit as shown by the cash book journal. If this amount equals the balance of the officer's blotter or check book balance plus the amount of cash counted, or check register plus the amount of cash counted, the cash balance is verified.

(4) **Verify items entered in records and accounts.**—The records, accounts, and duties pertaining thereto should be assigned to the auditors and assistants as circumstances permit. All accounts and records are interrelated and must be considered together. The cash book journal contains entries for all transactions for the period, and therefore it is necessary to verify these entries from the other records in order to determine that there are substantiating documents to support them.

(*a*) CASH.—Receipts, entered on the debit side of the cash book journal and the officer's blotter are substantiated by the steward's daily reports as sales and services, receipts from surveyed articles sold, interest from bank accounts, etc. Expenditures, entered on the credit side of the cash book journal and the blotter are substantiated by the vouchers check book or check register, cash vouchers, etc.

(*b*) MERCHANDISE, PROPERTY, FOUNTAIN, BARBER, TAILOR, ETC.—Receipts entered on the debit side of the cash book journal are substantiated by the invoices. Sales and other entries on the credit side of the cash book journal are substantiated by the steward's daily reports, steward's account, credit memorandums for returned merchandise, survey voucher's etc.

(*c*) OTHER COLUMNS.—At the same time cash and merchandise entries of the cash book journal are substantiated the corresponding entries made in the other columns should be verified in order to determine that the proper accounts have been debited or credited.

(*d*) FOOTINGS.—All footings of the cash book journal will be verified and a preliminary test balance made.

(5) **Verify items entered in the general ledger.**—(*a*) FROM THE CASH BOOK JOURNAL.—The totals of all columns in the cash book journal will be verified as having been posted to the proper account in the general ledger.

(*b*) ADDITIONS.—Each account, the balances as brought forward, and the balances as carried to other accounts will be checked and verified. The balances will be compared with those entered on the balance sheet.

(6) **Verify items entered in the petty ledger.**—Postings to the individual accounts of the petty ledger, accounts receivable, bills receivable, and accounts payable, need not be verified in detail unless some special reason therefor develops. However, a test will be made by totaling all credit and debit entries therein and comparing the totals with the general ledger balances under these heads.

## BALANCE SHEET

## 12–15

(1) **Form.**—The balance sheet is prepared on NMC–159 which is divided into sections as follows:

(*a*) TRIAL BALANCE.—The trial balance is a list of the general ledger accounts, exhibiting the cash book journal postings to both the debit side and the credit side of each account, plus any balances carried forward from the previous period. Care should be exercised that only the cash book journal postings of the loss and gain account in the general ledger are entered opposite the loss and gain caption in the trial balance. If the totals of the two columns of the trial balance agree the ledger is "in balance"; otherwise it is "out of balance" and an error has been made which must be located.

(*b*) LOSSES AND GAINS COLUMNS.—These columns exhibit the general ledger entries, which consist of the current cash book journal postings and the amounts shown as losses and gains of other accounts in the general ledger during the period covered. The cash book journal entries, having been entered in the trial balance opposite loss and gain, are not extended directly to the losses and gains cloumns. In order to determine to what accounts the losses and gains pertain they are analyzed by consulting the itemized entries in the debit and credit columns of the loss and gain account in the cash book journal, which decides the account they will be shown opposite as losses and gains. They are then asterisked (*) to show that they refer to the loss and gain entries in the trial balance. The total of the *asterisked* entries, opposite the one or more accounts in the losses column will equal the debit entry opposite loss and gain in the trial balance, and the total of the *asterisked* entries opposite the one or more accounts in the gains column, will equal the credit entry opposite loss and gain in the trial balance. The net gain or loss is determined by totaling the losses and the gains columns. In case the losses exceed the gains the excess is entered opposite the caption net gain or loss in the gains column, and the result is a net loss. In case the gains exceed the losses the excess is entered in the losses column, and the result is a net gain. The operation also places the two columns in balance. If they are out of balance an error has been made which must be located.

(*c*) ASSETS AND LIABILITIES COLUMNS.—The figures placed in these columns are taken from the balance account in the general ledger. The figures entered opposite their respective captions as assets should be the same as those on the debit side of the balance account. The figures entered opposite their respective captions as liabilities should be the same as those on the credit side of the balance account. In this connection, the caption Exchange in the balance account is the same as the caption Present Worth in the balance sheet, and the item opposite Exchange is placed in the liabilities column opposite Present Worth in the balance sheet. The totals of the two columns should be "in balance" and the same figures as the totals of the balance account. If they are "out of balance" an error has been made which must be located.

(*d*) EXCHANGE BALANCE COLUMNS.—These columns are located just below the trial balance columns. This section of the balance sheet is merely a reproduction of the exchange account in the general ledger, showing the exchange balance, which is the same as the exchange balance entry in the credit side of the trial balance, entered in the credit column and the net gain entered in the same column. The sum of these two entries equals the present worth, which is the same as the last entry under the liabilities column, and is entered in the debit column. If the result of operations is a net loss, then the amount thereof is written in the debit column. The present worth is the difference between two columns and is entered as a debit opposite the caption Present Worth, and is extended into the liabilities column. The totals of the two columns should be "in balance."

(*e*) SCHEDULE OF ACCOUNTS AND BILLS RECEIVABLE.—The information for these accounts should be obtained from the petty ledger. The totals of these accounts should agree with the figures shown in the assets column of the balance sheet. The complete name, rank, amount owed, and the date receivable should be entered in the columns provided in the schedule.

(*f*) SCHEDULE OF ACCOUNTS PAYABLE.—The information for this account should be obtained from the petty ledger. The total of this account should agree with the figures shown in the liabilities column of the balance sheet. The complete name and amount owed should be entered in the columns provided in the schedule. The date of probable settlement is entered on the bottom of the face of the balance sheet.

(*g*) TRANSFERS AFFECTING CREDIT SIDE OF ACCOUNTS OTHER THAN MERCHANDISE.—The credit entries in the trial balance column, other than merchandise, do not entirely represent sales, as transfers of the money value of articles to other accounts may be included therein. In order to properly analyze the balance sheet it is necessary to enter in this schedule such transfers and accounts as they affect. For example, transfers of property to recreation, return of articles debited to fountain, refund on returned coupons, etc.

(*h*) MEMORANDUM OF COST PRICE MERCHANDISE AFFECTING THE CREDIT SIDE OF THE MERCHANDISE ACCOUNT.—In order to properly analyze the balance sheet it is necessary to know the exact amount of sales for the period. Therefore, all credits to merchandise which do not represent sales will be entered in this schedule.

(*i*) PROFITS DISTRIBUTED DURING THE PERIOD.—The information for this schedule may be obtained from the recreation column of the cash book journal. The various ways in which the profits were distributed should be indicated.

(*j*) ATTENDANTS AND EMPLOYEES.—A list of the salaries paid to all persons having any connection with the exchange should be entered in this schedule. This information may be obtained from the pay roll voucher or any other convenient source. The ranks of enlisted personnel will be shown.

(*k*) SCHEDULE OF CASH.—This is the exchange officer's certification that the cash shown on the face of the balance sheet is correct. The amount on hand on the last day of the accounting period and the balance in the bank are separately shown. The total of the two items should equal the amount shown as cash in the assets column of the balance sheet.

(*l*) COUNCILS CERTIFICATE AND ACTION OF THE COMMANDING OFFICER.—This certificate is signed by all the members of the council and then forwarded to the commanding officer for his action.

(*m*) If there is insufficient space in any of the schedules on the balance sheet to record the required information a separate sheet should be prepared and submitted.

(2) **Exchange officer.**—The exchange officer will submit to the council the balance sheet in triplicate setting forth in detail all the information required thereon. After the duplicate and triplicate copies have been returned with the action of the commanding officer, one copy will be placed in a prominent place in one of the exchange rooms for

the information of the enlisted men of the command and the other copy will be placed in a permanent file of the exchange records.

(3) **Exchange council.**—After auditing the accounts and checking the information set forth on the balance sheet the council will sign each copy, submitting them to the commanding officer for his action. By signing the balance sheet the council makes itself responsible for its accuracy.

(4) **Commanding officer.**—After the commanding officer has taken final action on the report of the council he will forward the original of the balance sheet to the Major General Commandant and return the duplicate and triplicate copies to the exchange officer.

### DISPOSITION OF PROFITS

### 12–16

(1) **Determination of profits for disposition.**—Profits for disposition will be the amount of cash on hand at the end of the month, less the following:

(*a*) A sum sufficient to pay all liabilities of the exchange.

(*b*) The difference, if any, obtained by subtracting 90 percent of the total bills and accounts receivable and 50 percent of the inventory of merchandise, cost price, from the total of all anticipated ordinary expenses for the ensuing month (including operating expenses, purchase of stock and other property). If the anticipated expenses are less than the total of the two amounts mentioned, no deduction will be made under this heading.

(*c*) The sum required for specific objects approved by the Major General Commandant, by the Commanding General, Department of the Pacific, or, if serving in a marine brigade outside the United States, by the brigade commander, for the betterment of the command additional to the anticipated ordinary expenses.

Examples:

| | | | |
|---|---|---|---|
| 1. Total cash on hand May 31, 1937 | | | $1,450.00 |
| Total liabilities, May 31 | | | 35.60 |
| | | | 1,414.40 |
| Anticipated ordinary expenses for June | | $1,400.00 | |
| 90 percent of bills and accounts receivable, May 31 | $84.60 | | |
| 50 percent cost price inventory of merchandise, May 31 | 800.00 | | |
| | | 884.60 | |
| | | | 515.40 |
| | | | 899.00 |
| Approved specific objects | | | 125.00 |
| Amount of cash profits subject to disposition on May 31, 1937 (payable in June) | | | 774.00 |

| | | | |
|---|---|---|---|
| 2. Total cash on hand May 31, 1937 | | | $6,538.39 |
| Total liabilities, May 31 | | | 3,453.66 |
| | | | 3,084.73 |
| Anticipated ordinary expenses for June | | $4,000.00 | |
| 90 percent of bills and accounts receivable, May 31 | $194.87 | | |
| 50 percent cost price inventory of merchandise, May 31 | 7,566.68 | | |
| | | 7,761.55 | |
| | | | 0 |
| | | | 3,084.73 |
| Approved specific objects | | (none) | 0 |
| Amount of cash profits subject to disposition on May 31, 1937 (payable in June) | | | 3,084.73 |

(2) Profits subject to disposition will be transferred to the Recreation Fund or used to provide enlisted men of the command with articles necessary for their health, comfort, and convenience, not supplied by the Government. When articles such as washing machines, electric irons, electrical equipment, etc., are provided they will be carried on the property account of the post exchange. Memorandum receipts will be required from responsible persons to whom such property is issued, and the latter will be responsible for such articles issued to them.

(3) Transfers.—The same procedure as set forth in Art. 11–10 will be carried out in transferring profits in case the organization does not have a recreation fund.

(4) All disbursements for the recreation and amusement of the enlisted men of the command will be in accordance with the instructions contained in chapter 11.

(5) The payment or loan of any part of exchange funds to individuals is prohibited, except as provided for in chapter 11.

(6) Recommendation for deviation from the methods provided for the disposition of profits may be submitted to the Major General Commandant for approval.

### FINAL DISPOSITION OF BUSINESS

### 12–17

When it becomes known that an exchange is to be discontinued the exchange stock will be reduced to the lowest extent possible and, so far as may be, converted into cash. Prior to the closing of the exchange the property will be converted into cash. The cash and remaining merchandise and property will be transferred to the new organization to which the enlisted men are transferred, and if such enlisted men are transferred to more than one organization, then a proportionate share will be transferred to each organization. A copy of the letter, or letters, transferring the cash, merchandise, and property will be forwarded to the Major General Commandant.

### THE MARINE CORPS FUND

### 12–18

(1) **Marine Corps fund.**—The Marine Corps fund will consist of all moneys received from the exchanges of the Marine Corps and from other sources. It will be held in trust for the enlisted men and will be disbursed only for the general benefit of the Corps as a whole and for the enlisted men in particular. It will not be expended for the benefit of individuals unless such individuals are representing the entire Marine Corps. It will be available for carrying out the recreation and exchange business of the Corps and may be expended for the purposes outlined in articles 11–10 (1) and 12–2 (2). Disbursements will be made only on the recommendation of the Marine Corps Exchange Board approved by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(2) **The Headquarters Exchange Officer** will be designated by the Commandant of the Marine Corps. He will have general supervision of correspondence pertaining to matters connected with exchanges under the supervision and orders of the Director, Personnel Department. It will be his duty to take charge of and administer the Marine Corps fund. [C. M. C. M. 2 and 3.]

(3) (*a*) **The Marine Corps Exchange Board** will be composed of the Headquarters Exchange Officer and such other officers as the Commandant of the Marine Corps may designate. The duties of this board will be to consider and make recommendations upon such subjects as pertain to the affairs of the Marine Corps exchanges and to audit accounts of the Headquarters Exchange Officer. This board will meet at the call of its president or upon the order of the Commandant of the Marine Corps, and a record of its proceedings will be kept by the Headquarters Exchange Officer for submission to the Commandant of the Marine Corps for his action. [C. M. C. M. 2.]

(*b*) The Board will make recommendations to the Commandant of the Marine Corps as to the amount of the initial monthly assessment noted in article 12–9 (14), and the percent to be levied on gross sales, and from time to time will make recommendation for changes in the percent or stoppage of assessments. [C. M. C. M. 2.]

(*c*) The Board will, when necessary, make recommendation to the Commandant of the Marine Corps for donations to recreation funds as contemplated in article 11–10 (2) and for donations and loans to exchanges as contemplated in article 12–2 (2). [C. M. C. M. 2.]

(*d*) In making a recommendation for a donation to create a recreation fund, the Board will consider the strength of the organization, its relation to the strength of the organizations at the post from which it came, and the size of the funds of the latter.

(*e*) In making recommendations for capital, loans, and donations to post exchanges, the principle to be followed is that donations are to provide a small immediate working fund and that loans will provide the balance of capital required. In fixing the capital consideration will be given to the strength of the command and remoteness from normal sources of supply. [C. M. C. M. 2.]

(4) **Flowers for funerals.**—When a funeral ceremony for an enlisted man is held at the post the commanding officer is authorized to furnish a floral tribute, the cost not to exceed $5, and to send the bill to the Headquarters Exchange Officer, United States Marine Corps, Washington, D. C., for settlement. When the interment of an enlisted man is not made in the immediate vicinity of the post, or is not made in Arlington National Cemetery, the commanding officer is authorized, in addition to the floral tribute for the post ceremony, to furnish the escort with an order to purchase a floral tribute at the place of interment, the cost not to exceed $5, directing that the bill be sent by the dealer to the Headquarters Exchange Officer, United States Marine Corps, Washington, D. C., for settlement, and that the card attached to the floral tribute be worded "United States Marine Corps." When the interment of a marine officer is not made in the Arlington National Cemetery the commanding officer will furnish the Commandant of the Marine Corps the necessary information in order that a suitable floral tribute may be authorized. Under no circumstances will post exchange or recreation funds be used to purchase floral tributes for deceased persons. [C. M. C. M. 2.]

## DECISIONS

### 12–19

(1) **Authority for establishment.**—Post exchanges are authorized under the authority of article 559, U. S. Navy Regulations, which are issued in accordance with the provisions of 34 U. S. C. 591, and have the force and effect of law (25 Op. Atty. Gen. 270; *Denby* v. *Berry*, 263 U. S. 29). They are governed by the provisions of chapter 12, Marine Corps Manual. They have been held to be Government instrumentalities by the United States Supreme Court (*Standard Oil* v. *Johnson*, 316 U. S. 481). See also *Dugan* v. *U. S.*, 34 Ct. Cls. 458; *Woog* v. *U. S.*, 48 Ct. Cls. 80; C. M. O. 12, 1935, p. 7; C. M. O. 10, 1936, p. 13. [C. M. C. M. 3.]

(2) **Accounting by the Comptroller General for post exchange funds.**—Funds of post exchanges may not be classified as "funds in the official custody of officers and employees of the United States, in which the Government is financially concerned," within the meaning of the Act of June 26, 1934 (31 U. S. C. 725w). Therefore no accounting of post exchange funds can be required by the Comptroller General under existing law (C. M. O. 9, 1934, p. 8).

(3) **Collection of debts due from deserters, discharged men, and men serving sentence while in debt to the United States.**—The yearly Naval

Appropriation Act appropriates funds for the payment of "post exchange debts of deserters, and of men discharged or sentenced to terms of imprisonment while in debt to the United States" (Naval Appropriation Act for the fiscal year ending June 30, 1937.) (See art, 25–161 (10).)

(4) **Employment of retired officers.**—The restrictions of the Act of June 30, 1932 (5 U. S. C. 59a) have no application to a retired officer employed by a post exchange, and he may therefore receive a total compensation from both sources in excess of $3,000 per annum. (C. M. O. 9, 1934, p. 10).

(5) **Employees' compensation acts.**—Employees of post exchanges are not covered by the Federal Employees' Compensation Act. The territorial laws of Hawaii, including the Workmán's Compensation Law, have no application to the Post Exchange, Marine Barracks, Pearl Harbor (C. M. O. 1, 1937, p. 15).

(6) **Federal tax on the retail sale of beer.**—Post exchanges are government instrumentalities and are not required to pay the special tax imposed by 26 U. S. C. 205 for the retail sale of beer (C. M. O. 11, 1934, p. 11).

(7) **Post exchanges.**—Jurisdiction of Commandant, Navy Yard. Use of profit (C. M. O. 3, 1937, p. 15).

(8) Omitted. [C. M. C. M. 3.]

(9) **State taxes.**—Post exchanges are not legally liable for any state tax on supplies purchased in a state within which a post exchange is located (C. M. O. 8, 1932, p. 16). Post exchanges are government instrumentalities and as such are not subject to State laws. Sales made by them are consummated on Government reservations over which State laws have no application. Therefore, sales made by a post exchange located within a state are not subject to state retail sales tax acts (Sec. Nav. File JF/L14 (340817) dated November 12, 1934; C. M. O. 7, 1937, p. 10).

(10) **State taxes on gasoline under act of June 16, 1936.**—Operation of Act and procedure thereunder (C. M. O. 9, 1936, p. 24; C. M. O. 10, 1936, p. 13).

(11) **State license for sales.**—No state license should be obtained or other supervision of state authorities permitted (C. M. O. 9, 1936, p. 24; C. M. O. 10, 1936, p. 13).

## 12–20 to 13–00

## Chapter 13

# MARINE CORPS RESERVE

| | | |
|---|---|---|
| Section 1. | Articles 13–1 to 13–19. | General. |
| Section 2. | Articles 13–20 to 13–29. | Composition. |
| Section 3. | Articles 13–30 to 13–39. | Discipline. |
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| Section 5. | Articles 13–50 to 13–59. | Procurement. |
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| Section 12. | Articles 13–140 to 13–149. | Records, reports, and correspondence. |
| Section 13. | Articles 13–150 to 13–159. | Pay and allowances. |
| Section 14. | Articles 13–160 to 13–169. | Uniform. |
| Section 15. | Articles 13–170 to 13–189. | Selection and training of aviation cadets. |
| Section 16. | Articles 13–190 to 14–0. | Selection and training of platoon leaders. |

## *Section 1.—GENERAL*

### ESTABLISHMENT

### 13–1

The Marine Corps Reserve is established and maintained under the provisions of the Naval Reserve Act of 1938 as a component part of the Marine Corps.

### MISSION

### 13–2

The mission of the Marine Corps Reserve is to provide a trained force of officers and enlisted men available to serve as reinforcements to the Regular Marine Corps in time of war or national emergency.

### REGULATIONS, ORDERS, AND INSTRUCTIONS APPLICABLE

### 13–3

(1) General.—In addition to the instructions contained herein, the regulations, orders, and instructions governing the Regular Marine Corps are, except as modified herein or otherwise, applicable to the Marine Corps Reserve.

(2) Quartermaster Instructions.—The handling and accounting of all phases of subsistence, clothing, transportation, and public property by the Marine Corps Reserve shall be governed by instructions contained in the Marine Corps Manual, chapters 14 to 21, inclusive, and by such quartermaster instructions for the Marine Corps Reserve as may be issued by the Major General Commandant from time to time.

### THE MAJOR GENERAL COMMANDANT

### 13–4

The Marine Corps Reserve will be administered by the Major General Commandant in the same manner, so far as practicable, as the Regular Marine Corps.

### THE DIRECTOR, MARINE CORPS RESERVE

### 13–5

(1) The Director, Marine Corps Reserve, under the Major General Commandant, is charged with the procurement, instruction, training, discipline, and distribution of officers and men of the Marine Corps Reserve, and the organization, administration, and mobilization of the Marine Corps Reserve.

(2) The principal duties of the Director, Marine Corps Reserve, are as follows:

(*a*) Carries out the policies relating to the Marine Corps Reserve, and within the limitations of the funds available, apportions the funds and distributes the personnel in accordance therewith.

(*b*) Is directly responsible for expenditures under the Marine Corps Reserve appropriation. Determines the amount of money required from year to year for the Marine Corps Reserve and prepares and presents the Marine Corps Reserve budget.

(*c*) Prescribes the details of instruction, training, and other activities of the various units and individuals of the Marine Corps Reserve.

(*d*) Supervises the appointment of officers and the enlistments and reenlistments of men in the Marine Corps Reserve.

(*e*) Supervises discharges and retirements.

(*f*) Supervises the promotion of officers and men of the Marine Corps Reserve.

(*g*) Supervises the transfer of reservists from one class to another of the Marine Corps Reserve.

(*h*) Supervises the ordering of reservists to and from active or training duty.

(*i*) Maintains statistics and records of the drilling and training activities of the various organized units and individuals.

(*j*) Supervises the annual selection of enlisted men of the Marine Corps Reserve for appointment as midshipmen to the Naval Academy.

(*k*) Supervises the procurement of armories and equipment.

(*l*) Supervises the training of armorers and their assignment, and determines the number to be so assigned; also the number and assignment of reservists for active duty in connection with the other Reserve activities.

### RESERVE DISTRICT COMMANDERS

### 13–6

(1) Reserve district commanders will command all Class I and Class III reservists within their respective districts and are charged with the procurement, administration, training, and readiness for war of reservists under their jurisdiction, as may be directed from time to time by the Major General Commandant.

(2) **Correspondence.**—(*a*) In general, correspondence may be conducted by the Reserve district commander direct with the Major General Commandant; however, matters such as personnel, training, etc., and items such as in the Regular service must pass through the commandant of the naval district, will be routed via that officer.

(*b*) All correspondence and administrative functions pertaining to reserve personnel in a Reserve district will be handled by the Regular personnel of the post or station, except where additional personnel has been authorized by the Major General Commandant.

(3) **Supplies.**—Requisitions for supplies for the use of a Reserve district will be submitted on the regular forms, in sextuplicate, to the Director, Marine Corps Reserve, except in the case of requisitions for stationery, which will be forwarded direct to the Depot Quartermaster, Philadelphia. The original and all copies will be forwarded via the post quartermaster, who will endorse thereon what items he can furnish. No supplies except stationery are authorized to be issued to any Reserve district commander until approved by the Director, Marine Corps Reserve, or the Quartermaster, Headquarters Marine Corps.

(4) **Officers' health records and enlisted men's staff returns—Preparation of new records.**—(*a*) In case officers' health records and enlisted men's staff returns are not received within 10 days from receipt of assignment notification, the Reserve district commander shall take steps to see if such records are in existence, and if none exist he shall immediately prepare a service record for enlisted men and health records for officers and enlisted men. In case it is necessary to prepare a health record, and the officer or enlisted man is not located where it is convenient to have him appear for physical examination, the Reserve district commander will prepare the health

record, Bureau of Medicine and Surgery Form H, in blank, inserting the name, rank, and other data which may be on hand.

(*b*) TRANSMISSION OF RECORDS FOR ACTIVE DUTY.—When reservists attached to a Reserve district are ordered to active or training duty, the Reserve district commander will forward the health records of officers and the staff returns of enlisted men to the place of training.

(5) **Physical examinations.**—(*a*) CLASS I (*b*), (*c*), AND (*d*).—Reserve district commanders will see that quadrennial physical examinations are conducted and reported in the case of all Class I (*b*), (*c*), and (*d*) reservists as prescribed in articles 13–102 and 13–103.

(*b*) UPON REQUEST FOR ACTIVE OR TRAINING DUTY.—Upon receipt of a request for assignment to active or training duty, Reserve district commanders will furnish the reservist with the necessary forms and information so that a physical examination may be conducted as prescribed in articles 13–101 (8) (*b*) and 13–102 (3). Upon receipt of the report of physical examination it will be forwarded, together with the request, to the Major General Commandant.

(6) **Fitness reports.**—Reserve district commanders will see that fitness reports are rendered by Class I (*a*) and Class III (*a*) reservists annually as of March 31, as prescribed in article 13–141.

## COMMANDING OFFICERS OF ORGANIZED UNITS

## 13–7

(1) Commanding officers of reserve battalions or squadrons, will command all Class II reservists attached to their respective organizations, and under supervision of the Director, Marine Corps Reserve, or the Director of Aviation, and the Inspector-Instructor, concerned, are responsible for the procurement, administration, training, and readiness for war of their respective organizations.

(2) The administrative functions of the commanding officer include all matters relating to discipline, preservation of arms, equipment, and other Government property; pay, reports, and the keeping of records of his organization.

(3) Commanding officers of reserve battalions and squadrons, when authorized by the Major General Commandant, may enlist hospital corpsmen, United States Naval Reserve, for duty with their organization.

(4) In the execution of their duties, commanding officers will be guided by Navy Regulations, the Marine Corps Manual, and such other orders, instructions, bulletins, and letters as are applicable.

## MARINE CORPS RESERVE POLICY BOARD

## 13–8

For the purpose of advising the Secretary of the Navy on the formulation of Marine Corps Reserve policies, there shall be convened annually at Headquarters, Marine Corps, a Marine Corps Reserve Policy Board, at least half the members of which shall be Marine Corps Reserve officers, and during peace such Marine Corps Reserve officers shall be called to this duty from an inactive duty status. [C. M. C. M. 3.]

### DEFINITIONS

### 13–9

(1) **Officers.**—This term, wherever it appears in this chapter, includes commissioned officers, commissioned warrant officers, aviation cadets, and warrant officers, including those on the honorary retired list, unless otherwise indicated by the context. [C. M. C. M. 3.]

(2) **Enlisted men and enlisted reservists.**—These terms include all men in grades corresponding to those of enlisted men of the Regular Marine Corps, irrespective of whether the reservist so designated entered the Reserve by enlistment or transfer, unless otherwise indicated by the context.

(3) **Active duty.**—This term, wherever it appears in this chapter, includes active duty, with or without pay and allowances, unless otherwise indicated by the context.

(4) **Training duty.**—This term, wherever it appears in this chapter, includes active duty for annual field or aviation training; active duty for training, with or without pay; and repeated active duty for training, without pay; unless otherwise indicated by the context. (See art. 13–154.)

### DESIGNATIONS

### 13–10

(1) **Individual.**—(*a*) The designation "USMCR" may be used by members of the United States Marine Corps Reserve.

(*b*) For administrative purposes, individuals of the Marine Corps Reserve will be designated as follows:

| | |
|---|---|
| Members of Fleet Marine Corps Reserve | USMCR(F). |
| Members of Organized Marine Corps Reserve | USMCR(O). |
| Members of Volunteer Marine Corps Reserve (*line*) | USMCR(V). |
| Members of Volunteer Marine Corps Reserve (specialists) | USMCR(VS). |
| Members of Limited Service Marine Corps Reserve | USMCR(LS). |
| Members of Aviation Fleet Marine Corps Reserve | USMCR(AF). |
| Members of Aviation Organized Marine Corps Reserve | USMCR(AO). |
| Members of Aviation Volunteer Marine Corps Reserve (naval aviators) | USMCR(NAV). |
| Members of Aviation Volunteer Marine Corps Reserve (nonpilot specialists) | USMCR(AVS). |
| Members of Aviation Volunteer Marine Corps Reserve (line officers assigned to Aviation) | USMCR(AV). |
| Graduate Aviation Cadets, Volunteer Marine Corps Reserve | USMCR(NAVC). |
| Aviation Specialist Transport Pilot | USMCR(NAVT). |

[C. M. C. M. 3.]

(*c*) For mailing purposes, the designation "USMCR" may be used for members of the Marine Corps Reserve of whatever class.

(2) **Organization.**—Units of the Organized Marine Corps Reserve will be designated as follows:

First Battalion, Marine Corps Reserve; or 1st Bn., USMCR. Headquarters Company, First Battalion, Marine Corps Reserve; or Hq. Co., 1st Bn., USMCR. Company A, First Battalion, Marine Corps Reserve; or Co. A, 1st Bn., USMCR. Marine Reserve Scouting Squadron One; or VMS-1R. Marine Reserve Service Squadron Two; or SS-2MR.

### EMPLOYMENT IN PUBLIC SERVICE

### 13-11

Members of the Marine Corps Reserve are authorized to accept employment in any civil branch of the public service and to receive the pay and allowances incident to such employment in addition to any pay and allowances to which they may be entitled as members of the Reserve, or to practice their civilian professions or occupations before or in connection with any department of the Federal Government (34 U. S. C. 853b).

### MILITARY LEAVE FOR TRAINING

### 13-12

All officers and employees of the United States or of the District of Columbia, who are members of the Marine Corps Reserve, shall be entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating, on all days during which they are employed, with or without pay, under orders or authorization of competent authority, on training duty for periods not to exceed 15 days in any one calendar year. This leave shall be in addition to any leave of absence with pay authorized by other provisions of law (34 U. S. C. 853g).

### APPOINTMENT OF MIDSHIPMEN FROM ENLISTED MEN

### 13-13

The Secretary of the Navy may appoint not more than 50 midshipmen in any one year to the Naval Academy from the enlisted men of the Naval Reserve and the Marine Corps Reserve under similar conditions so far as applicable as prescribed by law for appointments from enlisted men of the Navy. Additional reservists may be appointed to fill vacancies left unfilled by appointments from the Regular naval service (34 U. S. C. 855f).

### REQUIREMENTS FOR APPOINTMENT AS MIDSHIPMEN

### 13–14

(1) Only enlisted men of the Marine Corps Reserve who meet the following requirement will be selected as a result of a competitive examination for appointments as midshipmen:

21 (*a*) Must be citizens of the United States who are not more than ~~20~~ years of age on April 1 of the year in which appointed.

(*b*) Must have been in the Marine Corps Reserve at least 1 year by July 1 of the year in which appointed. In this computation, service in the Marine Corps Reserve, Naval Reserve, in the Regular Navy, and in the Regular Marine Corps shall be credited.

(*c*) Must be attached to or associated with a unit of the Organized Marine Corps Reserve and have maintained efficiency by attending therewith at least 27 drills or periods of equivalent instruction or duty during the period between July 1 of the year preceding appointment and the third Wednesday in the following April, which is the date of mental examination for admission. Not more than seven of these periods may be periods of individual equivalent instruction or duty.

(*d*) Must have a good record.

(*e*) Must submit application prior to October 1 of the year preceding appointment. This application should be addressed to the Major General Commandant and routed for further endorsement as to qualification via the commanding officer, Inspector-Instructor, and the Director, Marine Corps Reserve. Transcript from the service record, and a report of physical examination on Bureau of Medicine and Surgery Form Y, in duplicate, should be attached to the application.

(*f*) Must be recommended by the commanding officer of the battalion or squadron.

(*g*) Must take a competitive examination which is held on the third Wednesday in April of each year and in the regular examination given to candidates nominated for appointment as midshipmen.

(*h*) Must meet the same mental and physical requirements as are required of other candidates for appointment as midshipmen. Requests for regulations governing the admission of candidates into the Naval Academy as midshipmen and sample examination papers may be addressed to the Major General Commandant, via the commanding officer.

(2) Any enlisted man of the Marine Corps Reserve making application for appointment to the Naval Academy who has made a false statement as to his age when applying for enlistment, or subsequent thereto, shall be automatically barred from competing for such appointment, and his further retention as a member of the Marine Corps Reserve will be decided on the merits of the case and the recommendations of his commanding officer.

## PHYSICAL DISABILITY AND MEDICAL TREATMENT

### 13–15

(1) **Physical injury.**—In time of peace if any officer or enlisted man of the Marine Corps Reserve is injured in line of duty while performing active duty, authorized training duty, drills, equivalent instruction or duty, appropriate duty, or other prescribed duty or while performing authorized travel to or from such duty; or dies as the result of such physical injury, whether or not he received pay for such service, he or his beneficiaries shall be entitled to all benefits prescribed by law for civil employees of the United States who are physically injured in line of duty, or who die as the result thereof; and the United States Employees' Compensation Commission shall have jurisdiction in such cases, and shall perform the same duties with reference to them as in the cases of civil employees of the United States so injured (34 U. S. C. 855c).

(2) **Application of Pension Act of 1937.**—Where a person who is eligible for the above benefits is also eligible for pension under the provisions of the act of June 23, 1937, entitled, "An Act to amend the provisions of the pension laws for peacetime service to include Reserve officers and members of the enlisted Reserve," he shall elect which benefit he shall receive (34 U. S. C. 855*c*).

(3) **Medical treatment and hospitalization.**—Reservists who become ill or contract disease in line of duty during the performance of active or training duty, with or without pay, shall be entitled, at Government expense, to such medical, hospital, or other treatment as is necessary for the appropriate treatment of such illness or disease until the resulting disability cannot be materially improved by hospitalization or treatment. They are further entitled to necessary transportation and subsistence incident to such medical and hospital treatment and to be returned to their homes when discharged from treatment. However, treatment or hospitalization for such illness or disease shall not be continued for more than ten weeks following discharge from active or training duty, except on the approved recommendation of a board of medical survey, consisting of one or more medical officers of the Navy, or when authorized by the Surgeon General of the Navy, based on the certificate of a reputable physician. Such certificate must show that the illness or disease is a continuation of the illness or disease which was sustained or contracted during the period of active or training duty and that further benefit will result from continued treatment.

(4) **Sickness or disease not an injury.**—In no case shall sickness or disease be regarded as an injury within the meaning of this article.

(5) **Medical treatment for injuries.**—If an injury is incurred in the vicinity of a place where a United States Government activity employs civil personnel, the official in charge thereof shall be com-

municated with for information concerning a United States hospital or dispensary, or hospital or dispensary designated by the United States Employees' Compensation Commission, to which men may be sent for examination and first-aid treatment. If such facilities are available, the injured person must report for treatment without delay. If no such facilities are available in the vicinity, and the injury is such as to make hospital treatment necessary, the injured person may be taken to any available hospital. In such case he may select the hospital, but the Employees' Compensation Commission will pay for hospital service in a general ward only. The injured person may obtain service in a private room, provided he pays the difference between the rate for a private room and the rate for a general-ward patient. If hospital treatment is not necessary, but medical treatment for the injury is required, it may be secured in the same general manner as prescribed above.

(6) **Report of injuries.**—The commanding officer, or other person in authority having immediate knowledge of the circumstances, shall immediately make a written report via the commanding officer of the battalion, aviation squadron, or Reserve district concerned, to the Major General Commandant setting forth the circumstances under which the person was injured, the nature and exent of the injury, so far as known, and what action, if any, has been taken to provide treatment, as well as any other information that may be of value in establishing the injured person's right to compensation, or medical or hospital service.

(7) **Minor injuries to be recorded.**—It is important that every minor injury be made a matter of record, including a statement of what first-aid treatment was rendered, as experience in handling claims of civil employees shows that injuries, thought to be of no importance when incurred, are subsequently made the basis of claims for compensation, hospitalization, or medical treatment.

(8) **Forms for report of injury.**—The action indicated in the foregoing paragraphs having been taken, the commanding officer of the battalion, aviation squadron, Reserve district, or the official in charge of the nearest United States Government activity employing civil personnel, must be consulted, and the necessary forms obtained for making the additional reports required by the United States Employees' Compensation Commission.

(9) **Claim for compensation, when filed.**—The compensation act requires that no claims for benefits on account of an injury can be considered unless filed within 1 year from the date of the injury so incurred, or in case death results, within 1 year from the date of death.

(10) **Class I (b), (c), and (d) reservists.**—For hospitalization and medical treatment of Class I (*b*), (*c*), and (*d*), reservists, see article 3-31 (5).

(11) Funeral expenses.—If death occurs while on active duty the expense of funeral and local burial, or of transportation of remains to place in the United States designated by the next of kin, is payable by the Navy Department from the appropriation "Care of the dead." (See art. 18-72 (9) and Comp. Gen. A-14470, June 19, 1926.)

## 13-15A

All officers, warrant officers, and enlisted men of the United States Marine Corps Reserve, who, if called or ordered into active naval or military service by the Federal Government for extended naval or military service in excess of 30 days, suffer disability or death in line of duty from disease or injury while so employed, shall be deemed to have been in the active naval service during such period, and they or their beneficiaries shall be in all respects entitled to receive the same pensions, compensation, retirement pay, and hospital benefits as are now or may hereafter be provided by law or regulation for officers, warrant officers, and enlisted men of corresponding grades and length of service of the Regular Marine Corps. A person eligible for the benefits prescribed herein and who is also eligible for pension under the provisions of the act of June 23, 1937 (50 Stat. 305), compensation from the United States Employees' Compensation Commission under the provisions of section 304 of the Naval Reserve Act of 1938 (52 Stat. 1181) (34 U. S. C. 855*c*) or retired pay under the provisions of section 310 of the Reserve Act of 1938 (52 Stat. 1183) (34 U. S. C. 855*l*), shall elect which benefit he shall receive (Act of 27 August 1940). The benefits contained in this article include the 6 months' pay to beneficiaries of personnel of the Marine Corps Reserve ordered to active duty in excess of 30 days and who die while so employed. (Acts of 27 Aug. 1940 and 17 Mar. 1941.) (See art. 28-14.) [C. M. C. M. 1.]

### GOVERNMENT INSURANCE

## 13-16

All members of the Marine Corps Reserve are entitled to take out Government insurance after having served on active or training duty for a period of 16 or more days, provided application is made to the Administrator of Veterans' Affairs within 120 days after reporting for such duty. (See arts. 28-19 to 28-32.)

### NAVAL MILITIA

## 13-17

(1) Any officer or man of the Marine Corps branch of the Naval Militia may, in the discretion of the Secretary of the Navy, be temporarily appointed or regularly enlisted in the Marine Corps Reserve

and assigned to the Organized Reserve in the rank, not above that of captain, which he holds in the Naval Militia. Within a year from the date of appointment, such officers are required to qualify for the rank in which they were appointed in accordance with the regular provision for appointment to and promotion in the Marine Corps Reserve; failing qualifications, their temporary commissions will be revoked.

(2) The Major General Commandant will specify the standard for the organization, administration, and training of marine companies of the Naval Militia.

(3) Officers or men of the Marine Corps Reserve who are members of the Naval Militia of any State, Territory, or the District of Columbia shall stand relieved from all service or duty with the Naval Militia when on active duty in time of war or national emergency, or when ordered to such duty.

## Section 2.—COMPOSITION AND ORGANIZATION

### COMPOSITION

### 13-20

The Marine Corps Reserve consists of five ~~three~~ classes as follows:

(1) **Class I. Fleet Marine Corps Reserve.**—(*a*) Commissioned officers and warrant officers of the Marine Corps Reserve who were honorably discharged from the Regular Marine Corps after not less than 4 years' service.

(*b*) Enlisted reservists having 16 years' or more Regular naval service, who served in the Regular Navy or Marine Corps on or before July 1, 1925.

(*c*) Enlisted reservists who served in the Regular Navy or Marine Corps on or prior to July 1, 1925, having 20 years' or more Regular naval service.

(*d*) Enlisted reservists who first enlisted in the Regular Navy or Marine Corps after July 1, 1925, or who reenlisted therein with broken service after July 1, 1925, having 20 years' or more Regular naval service. Continuous service is not required for transfer to Class I (*d*), Fleet Marine Corps Reserve.

(*e*) Enlisted reservists having 4 years' or more honorable Regular naval service who do not come under subparagraphs (*b*), (*c*), or (*d*) herein. The term "4 years" includes a minority discharge or a discharge 3 months prior to normal expiration of a 4-year enlistment.

(2) **Class II. Organized Marine Corps Reserve.**—(*a*) Commissioned officers and warrant officers of the Marine Corps Reserve who are members of an organized unit and others as may be designated by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(*b*) Enlisted reservists who are members of an organized unit and others as may be designated by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(3) **Class III. Volunteer Marine Corps Reserve.**—(*a*) Marine Corps Reserve officers qualified for general duties who are not assigned to class I or II. [C. M. C. M. 3.]

(*b*) All trained enlisted reservists not otherwise assigned.

(*c*) All untrained enlisted reservists not otherwise assigned, as specified in article 13-54 (4) (*e*). [C. M. C. M. 3.]

(*d*) Men enlisted in the Marine Corps Reserve for training as platoon leaders or aviation cadets.

(4) **Class IV. Limited Service Marine Corps Reserve.**—Men enlisted or reenlisted in the Marine Corps Reserve for Limited Service, as provided in article 13-54 (12). [C. M. C. M. 3.]

(5) **Class V. Specialist Volunteer Marine Corps Reserve.**—(*a*) Marine Corps Reserve officers commissioned or appointed for specialist duties only.

(*b*) Men enlisted for specialist duties only. [C. M. C. M. 3.]

### NOTES

1. For general requirements for membership in the Marine Corps Reserve, see article 13-50.
2. For eligibility for commission or warrant in the Marine Corps Reserve, see articles 13-51 and 13-52, respectively.
3. For eligibility for enlistment in the Marine Corps Reserve, see article 13-54.
4. For eligibility for transfer to the Marine Corps Reserve, see chapter 4.
5. For eligibility for enlistment in Limited Service Marine Corps Reserve, see article 13-54 (12). [C. M. C. M. 3.]
6. For regulations governing enlistments and appointments of Specialists, Class V, see articles 13-51 (7) and 13-54 (16). [C. M. C. M. 3.]

## PURPOSE, COMPOSITION, AND ORGANIZATION OF CLASSES

### 13–21

(1) **Fleet Marine Corps Reserve—Purpose.**—(*a*) To provide an available reserve which may be utilized without further training to fill station assignments requiring experienced personnel in the initial stages of mobilization.

(*b*) COMPOSITION.—The Fleet Reserve comprises former officers and former enlisted men of the Regular Marine Corps.

(*c*) ORGANIZATION.—Personnel of the Fleet Reserve and Volunteer Reserve are combined and organized into units within Reserve districts as prescribed in paragraph (6) below. [C. M. C. M. 3.]

(2) **Organized Marine Corps Reserve—Purpose.**—(*a*) To provide a trained force of officers and men which, with qualified personnel from other sources, will be adequate in numbers and composition to complete the war organization of the United States Marine Corps.

(*b*) COMPOSITION.—The Organized Reserve comprises officers and men, available for immediate mobilization, who are required to perform annual training and other duties.

(*c*) ORGANIZATION.—The personnel shall be organized into units which shall conform in organization and equipment as far as practicable with corresponding units of the Regular Marine Corps.

(3) **Volunteer Marine Corps Reserve.**—(*a*) PURPOSE.—To provide a force of qualified officers and men in numbers which, added to those in other branches of the Reserve, will be adequate to fulfill the emergency needs of the Marine Corps.

(*b*) COMPOSITION.—The Volunteer Reserve comprises officers and men not assigned to the Fleet Reserve or Organized Reserve who are qualified or partially qualified for prescribed mobilization duties.

(*c*) ORGANIZATION.—Personnel of the Volunteer Reserve and Fleet Reserve are combined and organized into units within reserve districts as prescribed in paragraph (6) below. [C. M. C. M. 3.]

(4) **Limited Service Marine Corps Reserve.**—(*a*) PURPOSE.—To provide a force of enlisted men not qualified for general mobilization duties, but qualified for limited service as guards at naval shore activities, within the continental United States, to relieve younger men who are qualified for combat duty for service in the field in time of war or national emergency.

(*b*) COMPOSITION.—The Limited Service Marine Corps Reserve shall be composed of men over 30 but less than 51 years of age when enlisted therein who by reason of age, dependents, marital status or physical defects are not qualified for general duties but who meet the reduced standards established for limited service.

(*c*) ORGANIZATION.—Personnel of the Limited Service Marine Corps Reserve are organized into the units within Reserve districts as prescribed in paragraph (6) below. [C. M. C. M. 3.]

(5) **Specialist Volunteer Marine Corps Reserve.**—(*a*) PURPOSE.—To provide for the appointment or enlistment in the Marine Corps Reserve of officers and men who possess special qualifications which may be utilized by the Marine Corps in time of war or national emergency, but who, due to physical defects, age, or lack of training, are not qualified for general service.

(*b*) COMPOSITION.—The Specialist Volunteer Marine Corps Reserve shall be composed of officers and men appointed or enlisted upon specific authority of the Commandant of the Marine Corps, to perform the specialist duties for which qualified.

(*c*) ORGANIZATION.—Personnel of the Specialist Volunteer Marine Corps Reserve are organized into the units within Reserve Districts as prescribed in paragraph (6) below. [C. M. C. M. 3.]

(6) **Organization of the combined Fleet and Volunteer Reserve.**—Within each reserve district, personnel of the combined Fleet and Volunteer Reserve are organized into units as follows:

(*a*) GENERAL SERVICE UNIT.—Personnel whose emergency assignment is for general duties.

(*b*) AVIATION UNIT.—Personnel whose emergency assignment is for duty with aviation organizations.

(*c*) PLATOON LEADERS' UNIT.—Personnel who have been selected and designated for training with the platoon leaders' class.

(*d*) SPECIAL SERVICE UNIT.—As per assignment by the Commandant of the Marine Corps, including members of the Limited Service Marine Corps Reserve, Class IV, and Specialists, Class V, when not on active duty. [C. M. C. M. 2 and 3.]

## TERRITORIAL ORGANIZATION

### 13–22

The United States and its territorial possessions are divided into Reserve districts, each corresponding geographically and in numerical designation with the corresponding naval district. A reservist who resides without the continental United States and its territorial possessions shall be attached to the Reserve district, the headquarters of which is most accessible by mail and passenger route. The com-

manding officer of marine barracks as shown below is the district commander of the corresponding Reserve district.

1st Reserve District, M. B., NYd., Boston, Mass.
3rd Reserve District, M. B., NYd., New York, N. Y.
4th Reserve District, M. B., NYd., Philadelphia, Pa.
5th Reserve District, M. B., Norfolk NYd., Portsmouth, Va.
Severn and Potomac Reserve District, M. B., NYd., Washington, D. C.
6th Reserve District, M. B., NYd., Charleston, S. C.
7th Reserve District, M. B., NYd., Charleston, S. C.
8th Reserve District, M. B., N. A. S., Pensacola, Fla.
9th Reserve District, M. B., N. T. S., Great Lakes, Ill.
10th Reserve District, M. D., N. A. S., San Juan, P. R.
11th Reserve District (officer assigned by commanding general, Marine Corps base), M. C. B., NOB., San Diego, Calif.
12th Reserve District, M. B., NYd., Mare Island, Vallejo, Calif.
13th Reserve District, M. B., Puget Sound NYd., Bremerton, Wash.
14th Reserve District, M. B., NYd., Pearl Harbor, T. H.
15th Reserve District, M. B., S. B., Coco Solo, C. Z.
16th Reserve District, M. B., NYd., Cavite, P. I.

(See art. 1480, United States Navy Regulations.)

## *Section 3.—DISCIPLINE*

### LAWS AND REGULATIONS GOVERNING

### 13-30

Officers and men of the Marine Corps Reserve, when employed on active duty, authorized training duty, with or without pay, drill, or other equivalent instruction or duty, or when employed in authorized travel and to and from such duty, or appropriate duty, drill, or instruction, or during such times as they may by law be required to perform active duty, or while wearing a uniform prescribed for the Reserve, shall be subject to the laws, regulations, and orders for the government of the Navy.

### INACTIVE-DUTY STATUS

### 13-31

Disciplinary action for an offense committed while so subject to the laws, regulations, and orders for the government of the Navy shall not be barred by release from active-duty status of the officer or man concerned. For the purpose of carrying out the above provisions, members of the Marine Corps Reserve may be retained on or returned to an active-duty status without their consent, but not for a longer period than may be required for disciplinary action.

### RETIRED STATUS

### 13-32

Officers and men who have heretofore been or may hereafter be transferred to the retired list of the Marine Corps Reserve, with pay, shall be subject to the laws, regulations, and orders for the government of the Navy.

### REPORT OF OFFENSES

### 13-33

Recommendations for disciplinary action in cases of such seriousness as to warrant trials by courts martial will be reported to the Major General Commandant. Such reports will be submitted as prescribed by Navy Regulations and Naval Courts and Boards.

## *Section 4.—RANK AND PRECEDENCE*

### DISTRIBUTION OF OFFICERS IN GRADE

### 13-40

(1) **Organized Marine Corps Reserve.**—(*a*) The total number of officers in the Organized Reserve in the grades of major general, brigadier general, colonel, and lieutenant colonel shall not exceed one-half of 1 percent of the actual number of enlisted men regularly assigned to the units of the Organized Reserve (including aviation) and entitled to pay therefor, one of which may be allowed in the grade of major general or brigadier general (34 U. S. C. 855*e*).

(*b*) Computation to determine the number of officers above the rank of major will be made annually as of January 1 of each year. No officer shall be reduced in rank as the result of such computation.

(*c*) Whenever a final fraction occurs in computing the authorized number of officers in said higher grades, the nearest whole number shall be regarded as the authorized number.

(*d*) The total number of officers in the Organized Reserve in the grades of major, captain, first lieutenant, and second lieutenant shall not exceed, without authority of the Major General Commandant, the number of officers in such respective grades required to complete the authorized allowance of officers in the various units of the Organized Reserve.

(2) **Volunteer Marine Corps Reserve.**—The number of officers appointed or promoted to the grades of major, lieutenant colonel, and

colonel in the Volunteer Reserve shall not exceed mobilization needs for such officers for duties appropriate to these grades. The number of officers in the sections of the special-service unit will be limited by the allowances prescribed therefor by the Major General Commandant.

### PRECEDENCE

### 13-41

(1) **Within the Marine Corps Reserve.**—Commissioned officers of the same rank and warrant officers of the Marine Corps Reserve shall take precedence among themselves according to dates and numbers of commissions or warrants. Commissioned officers of the same rank and warrant officers who are transferred in accordance with the provisions of the Naval Reserve Act of 1938 shall take precedence among themselves and with other officers of the Marine Corps Reserve according to the dates and numbers of the commissions or provisional assignments of rank or grade held by them at the time of transfer.

(2) (*a*) While serving with the Regular Marine Corps during war or a national emergency, each officer of the Marine Corps Reserve shall take precedence next after that officer of the Regular Marine Corps of the same rank or grade whose length of service in such rank or grade on the date of the declaration of such national emergency or war is one-half or the nearest one-half of that of the Reserve officer. This applies to all Reserve officers who were commissioned prior to the date of declaration of war or a national emergency, regardless of the date of reporting for such duty. A Marine Corps Reserve officer appointed after the declaration of war or national emergency shall take precedence, upon reporting for active duty in time of war or a national emergency, next after the officer of the Regular Marine Corps of the same rank or grade whose length of service in such rank or grade on the date the Reserve officer reports for such active duty is one-half or the nearest one-half of that of the Reserve officer. Thereafter officers of the Marine Corps Reserve who are advanced to higher grades while performing active duty, other than training duty, shall during the continuance of such active duty take precedence among themselves and with officers of the Regular Marine Corps in accordance with the date of such advancement or promotion. In time of peace each officer of the Marine Corps Reserve who reports for active duty, other than training duty, on or after July 1, 1938, shall take precedence next after that officer of the Regular Marine Corps of the same rank or grade whose length of service in such rank or grade on the date the active duty began is one-half or the nearest one-half of that of the Reserve officer in that rank or grade. In the event the date an officer last reported for active duty should be prior to July 1, 1938, for purposes of precedence he will be

[C. M. C. M. 1.]

considered as having reported for active duty on that date. Thereafter officers of the Marine Corps Reserve who are advanced to higher grades while performing active duty, other than training duty, shall during the continuance of such active duty take precedence among themselves and with officers of the Regular Marine Corps in accordance with date of such advancement or promotion.

(*b*) In the event the computation of one-half of the Reserve officer's service in grade on date of mobilization as provided in paragraph (*a*) gives him a date of precedence identical with the date of rank of an officer or group of officers of the Regular Marine Corps, the Reserve officer takes precedence next after the junior officer of the Regular Marine Corps, having the same date of rank. If the computation results in a date of precedence for the Reserve officer between the dates of rank of two officers or two groups of officers of the Regular Marine Corps, the following rules shall apply:

1. If the date for the Reserve officer is exactly midway between two officers or two groups of Regular Marine officers, or above that point, the Reserve officer shall take precedence next after the junior officer immediately preceding.
2. If the date for the Reserve officer is below the midway point between two officers or two groups of Regular Marine officers, the Reserve officer shall take precedence next after the senior officer next following.

(*c*) In case there is no officer of the same rank or grade in the Regular Marine Corps senior in date of rank to the date of precedence of the Reserve officer on mobilization the Reserve officer shall take precedence next after the senior officer of the Marine Corps in his grade. [C. M. C. M. 1.]

(3) **Command of combined forces.**—For the purpose of determining who shall exercise command over a combined force, composed of units commanded by officers of the Marine Corps Reserve and units commanded by officers of the Regular Marine Corps or Navy, acting in conjunction, an officer of the Reserve of or above the rank of major will be regarded as junior to majors and lieutenant commanders of the Regular Marine Corps and Navy, respectively (art. 150 (8), Navy Regulations).

(4) **Platoon leaders and aviation cadets.**—(*a*) The position on the lineal list, among themselves, of officers commissioned second lieutenants in the Marine Corps Reserve from the platoon leaders' classes, will be determined by their final standing in the class from which commissioned.

(*b*) The position on the lineal list, among themselves, of officers commissioned second lieutenants in the Marine Corps Reserve from aviation cadets will be determined by the final marks attained by them upon completion of their flight training.

(*c*) The relative position on the lineal list of officers commissioned in the Marine Corps Reserve, with the same date of rank, from the platoon leaders' classes, aviation cadets, and other sources not herein specified, will be as determined by the Major General Commandant.

(*d*) The precedence of Marine Corps Reserve aviation cadets is determined as follows:

1. Second lieutenants (USMC and USMCR).
2. Commissioned warrant officers (USMC and USMCR).
3. Aviation cadets.
4. Midshipmen.
5. Warrant officers (USMC and USMCR).

## *Section 5.—PROCUREMENT*

### ELIGIBILITY FOR MEMBERSHIP

### 13-50

(1) Male citizens of the United States and of the insular possessions of the United States who have attained the age of 17 years and who, by appointment or enlistment therein, or by transfer thereto, obligate themselves to serve in the Marine Corps in time of war or during the existence of a national emergency declared by the President are eligible for membership in the Marine Corps Reserve.

(2) A person who has a claim pending for or who is drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States is not eligible for membership in the Marine Corps Reserve. (See art. 13–150 (3) (b).)

(3) A member of any other naval or military organization, State or Federal (except the Marine Corps branch of the Naval Militia), is not eligible for membership in the Marine Corps Reserve.

(4) Ordinarily appointments to commissioned or warrant rank in the Marine Corps Reserve of foreign-born persons who have been naturalized less than 10 years will not be made. If the officer interviewing a candidate who has been naturalized less than 10 years considers the case exceptional and desires to recommend appointment, he should state fully his reasons therefor in his report to the Commandant of the Marine Corps. [C. M. C. M. 2.]

(5) A civilian employee of the Marine Corps or Navy is not eligible for membership in the Organized or Volunteer Marine Corps Reserve, unless an officer is required in his present civilian position in time of war or emergency.

(6) The basic requisite for the existence of the Marine Corps Reserve is the immediate availability of its members for mobilization. It is therefore undesirable to accept individuals as members of the Marine Corps Reserve who, upon mobilization, would be required to sever their connection with their normal civil occupation, provided such occupation be of a nature vital to the service of the armed forces.

### ELIGIBILITY FOR COMMISSION

## 13–51

(1) **Meritorious noncommissioned officers.**—(*a*) Meritorious noncommissioned officers of the Regular Marine Corps and Marine Corps Reserve may be commissioned second lieutenants in the Marine Corps Reserve, depending on the needs of the service, provided they meet the following conditions:

1. Be over 20 but not over 30 years of age when commissioned. [C. M. C. M. 3.]
2. Have served at least 4 months in the Marine Corps or on active duty, including training duty, in the Marine Corps Reserve on date of application. [C. M. C. M. 3.]
3. Be a citizen of the United States or of its insular possessions and a noncommissioned officer.
4. Be recommended for a reserve commission by his commanding officer.
5. Be qualified for a commission as established by standing in his community, character, appearance, manner and bearing, and capacity for leadership.

6. Have the physical qualifications prescribed for officers of the Regular Marine Corps.
7. Present satisfactory evidence of educational qualifications as prescribed for noncommissioned officer applicants for regular commissions.

(*b*) The procedure prescribed under article 2–1 (3) (*e*) and (*f*) will apply in the examination and selection of noncommissioned officer candidates for reserve commissions.

(*c*) Meritorious noncommissioned officers of the Marine Corps Reserve may be commissioned in the Regular Marine Corps under the same conditions as prescribed in article 2–1, Marine Corps Manual.

(2) **Graduates of platoon leaders' classes.**—As prescribed in article 13–194, Marine Corps Manual.

(3) **Graduates of candidates' classes.**—Under such regulations as may be prescribed by the Secretary of the Navy from time to time.

(4) **Former officers of the Regular Army, Navy, Coast Guard; Army, Naval, or Marine Corps Reserve, or National Guard.**—If morally and physically qualified, may be commissioned, not above the rank of major, in the rank and with date of rank as recommended by the Commandant of the Marine Corps. [C. M. C. M. 3.]

(5) **Graduates of the Naval Academy, the Military Academy, the Coast Guard Academy, the Senior Division, Army Reserve Officers' Training Corps or the Naval Reserve Officers' Training Corps.**—If morally and physically qualified, may be commissioned, not above the rank of major, in the rank and with date of rank as recommended by the Commandant of the Marine Corps, upon presentation of proof of their graduation from a Service Academy or the R. O. T. C., provided they be over 20 years of age when commissioned. R. O. T. C. graduates must furnish proof of having:

(*a*) Satisfactorily completed the Senior Division course of the Army R. O. T. C.; or
(*b*) Satisfactorily completed the course prescribed in the Naval R. O. T. C. [C. M. C. M. 3.]

(6) **Exceptional service in battle.**—Enlisted men who do not meet the foregoing requirements may be appointed as commissioned officers in the Marine Corps Reserve for exceptional performance of duty in battle upon specific recommendations of the commanders concerned and of the Commandant of the Marine Corps. [C. M. C. M. 2 and 3.]

(7) **For special duty.**—Any specially desirable or qualified candidates for commission who do not meet the foregoing requirements, and whose services are required, may be appointed not above the rank of major, upon specific recommendation of the Commandant of the Marine Corps for assignment to the special duty for which qualified. [C. M. C. M. 2 and 3.]

### ELIGIBILITY FOR WARRANT

### 13–52

Warrant officers may be appointed from noncommissioned officers of the Reserve and from civil life and will be required to pass a physical examination and present satisfactory evidence of their moral, mental, and professional qualifications. As evidence of moral character it will be necessary to furnish five letters from reputable citizens as to the character of the candidate. The professional qualifications required will be as prescribed in article 2–21 (2).

### APPOINTMENT

### 13–53

Persons appointed to commissioned grades in the Reserve will be commissioned to serve during the pleasure of the President. Warrant officers, aviation cadets, and midshipmen will be appointed to serve during the pleasure of the Secretary of the Navy.

### ELIGIBILITY FOR ENLISTMENT, REENLISTMENT, AND EXTENSION

### 13–54

(1) **Eligibility for transfer from the Regular Marine Corps to the Fleet Marine Corps Reserve.**—See chapter 4.

(2) **Eligibility for enlistment and assignment to the Fleet Marine Corps Reserve.**—Men discharged from the Regular Marine Corps with character very good or excellent, (*a*) after not less than 4 years' service therein, (*b*) receiving a 3 months' priority discharge, or (*c*) receiving a discharge upon completion of a minority enlistment, may, within 3 months from date of discharge from the Marine Corps and upon their own request, be enlisted in the Marine Corps Reserve and assigned to Class I (*e*), subject to appropriations. When appropriations do not permit, similar assignment may be made to Class III (*b*). (For rank on transfer and benefits, see ch. 4.)

(3) **Eligibility for enlistment and assignment to the Organized Marine Corps Reserve.**—In addition to the other requirements of this article, applicants must be acceptable to the commanding officer of the organization concerned. They need have no previous military training.

(4) **Eligibility for enlistment and assignment to the Volunteer Marine Corps Reserve.**—In addition to the other requirements of this article, applicants must have one of the following qualifications:

(*a*) At least 1 year's service in the Regular Army, Navy, Marine Corps, or Coast Guard.

(*b*) At least 2 years' service in the Organized Marine Corps Reserve, Naval Reserve, Army Reserve, Naval Militia, or National Guard.

(*c*) Omitted. [C. M. C. M. 1.]

(*d*) Omitted. [C. M. C. M. 1.]

(*e*) No previous military experience, upon authorization of the Commandant of the Marine Corps. [C. M. C. M. 1 and 2.]

(5) **Term of enlistment, and extensions thereof.**—The term of enlistment or reenlistment in the Marine Corps Reserve is 4 years. The enlistment or reenlistment may be extended in accordance with the regulations governing extensions of enlistment in the Regular Marine Corps. A minority enlistment is counted as 4 years' service. Any enlistment terminated within 3 months prior to its expiration is counted as a full term of service for which enlisted.

(6) **Physical requirements.**—(*a*) The physical requirements for enlistment in or assignment to the Fleet, Organized, or Volunteer Marine Corps Reserve will be the same as those prescribed for enlistment in the Regular Marine Corps, except that waivers may be granted by the Commandant of the Marine Corps for enlistment in the Volunteer Marine Corps Reserve in the case of applicants whose physical defects are not such as to prevent them from performing limited duty on shore in the United States, or specialist duties. (See art. 13–102 (2).) [C. M. C. M. 2 and 3.]

(*b*) Particular attention is invited to article 2–121 (6) which prescribes the maximum and minimum sizes of clothing for which applicants may be accepted and also the final provision which states that the applicant must be rejected if he cannot wear issue clothing.

(7) **Age limit.**—To be acceptable for first enlistment in the Marine Corps Reserve, applicants must be not less than 17 nor more than 35 years of age, except that in cases where the applicant has served honorably in the Regular Marine Corps and in other exceptional cases, the upper age limit may be waived by the Commandant of the Marine Corps. An applicant under 21 years of age should be required to furnish the written consent of his parent(s) or guardian(s). The consent of wife or waiver of marriage by the Commandant of the Marine Corps is not required for enlistment. After the expiration of 3 months from date of discharge, men will be reenlisted only if less than 35 years of age, unless in special cases, the age limit is waived by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(8) **Requests for waivers** of physical defects or age limit will be forwarded to the Commandant of the Marine Corps for approval prior to enlistment. Requests for physical waivers will be submitted on NMC Form 588 in triplicate. [C. M. C. M. 2.]

(9) **Reappointment to rank above private upon reenlistment.**—Enlisted reservists above the rank of private who reenlist in the Marine Corps Reserve will be reappointed by the enlisting officer, upon reenlistment

in the Reserve, to the rank and kind of warrant held when discharged. If assigned to a unit of the Organized Reserve, appointment to such rank will depend on vacancies in the authorized allowance of the organization to which assigned, except as provided in paragraph (13) of this article. [C. M. C. M. 3.]

(10) **Former marines discharged on grounds of dependency** may be enlisted in the Marine Corps Reserve without reference to the Commandant of the Marine Corps, provided they qualify in every other respect. [C. M. C. M. 2.]

(11) The provisions of article 2–115 will be complied with in all cases of men applying for reenlistment either from the Regular Marine Corps, the Marine Corps Reserve, or from other armed branches of the United States Services, except as provided in paragraphs (13), (14), (15), and (16) of this article. [C. M. C. M. 3.]

(12) **Eligibility for enlistment in Class IV, Limited Service Marine Corps Reserve.**—(*a*) Men over 30 and under 51 years of age, who, in addition, fulfill one of the following conditions, are eligible for enlistment in Class IV, Limited Service Marine Corps Reserve, during such times as enlistments in that class are authorized by the Commandant of the Marine Corps:

(1) Meet the reduced physical requirements as specified by the Commandant of the Marine Corps, but are not fully qualified for combat duty; or

(2) By reason of marriage or dependents may not be qualified for general duty. (Former enlisted men between the ages of 30 and 34, inclusive, who are qualified for combat duty, are not eligible for enlistment in Class IV).

(*b*) Recruiting officers must exercise extreme care in the selection of men for enlistment in Class IV. Only high caliber and responsible men in good standing within their community will be accepted.

(*c*) Terms of enlistment and physical standards for Class IV will be as directed by the Commandant of the Marine Corps. [C. M. C. M. 3.]

(13) **Reappointment and promotion.**—(*a*) All World War veterans will be appointed or reappointed to the rank of private first class upon enlistment.

(*b*) Former marines who have had 4 or more years of continuous service will be reappointed upon reenlistment to the rank (line rank) held upon last discharge, not above sergeant. Appointments under this subparagraph will be made only when documentary evidence of previous rank is produced by the applicant, such evidence to consist of discharges or appointments by constituted authority.

(*c*) Class IV reservists may be promoted, after assignment to regular duty, under the same regulations as apply to other classes of reservists. [C. M. C. M. 3.]

(14) **Choice of station and assignment to active duty.**—(*a*) Insofar as practicable, men enlisted in Class IV will be given their choice of initial station, within the Reserve District in which enlisted. Before enlistment, however, they will be informed that no definite promise of choice of station can be guaranteed them nor that they will remain permanently at their initial duty station.

(b) RECRUIT TRAINING.—All Class IV reservists will be ordered to a recruit depot for training before being assigned to a regular duty station.

(*c*) Assignments from recruit depots will be effected in accordance with instructions published by the Commandant of the Marine Corps. [C. M. C. M. 3.]

(15) **Pay and allowances.**—The pay and allowances of members of Class IV will be governed by laws and regulations applying to other classes of the Marine Corps Reserve. Regardless of their rank, Class IV reservists, under the law are entitled to allowances for quarters and subsistence and to transportation of dependents and household effects in the same manner and under the same conditions as are authorized for men of the first three pay grades of the Marine Corps Reserve. However—

(a) transportation of dependents and household effects is not authorized until assignment to permanent station has been made, recruit training being considered temporary duty.

(b) transportation of recruits from the place of enlistment shall be limited to the same class of transportation and sleeping car accommodations as are enlisted men of the Marine Corps of like grades. (See art. 16–135.)

Men having dependents are entitled to commutation of quarters from the date of their enlistment, provided no Government quarters have been furnished them for their dependents. Commanding officers will inform these men of their rights under the law as set forth herein. [C. M. C. M. 3.]

(16) **Enlistment of specialists.**—(*a*) Men who possess special qualifications which can be utilized by the Marine Corps in time of war or national emergency, but who are not qualified for enlistment for general service by reason of age, physical defects, or the like, may be enlisted in the Marine Corps Reserve as "specialists" upon approval of the Commandant of the Marine Corps.

(*b*) Recommendation for the enlistment of a specialist will be made to the Commandant of the Marine Corps and will state his special qualifications in detail, as well as his disqualification for regular enlistment. If the disqualification is due to a physical defect, report of rejection on Form NMC–588 will accompany the recommendation.

(c) Men enlisted for specialist duties will be assigned to Class V (b), Volunteer Marine Corps Reserve (see art. 13–20 (5)), and the face of the service-record book will be plainly marked to show the special qualification for which enlisted, as "Stenographer," "Mechanic," "Radio technician," etc.

(*d*) Men assigned to Class V (b) will not be transferred from the organization to which assigned except upon specific authority from the Commandant of the Marine Corps.

Note 1.—For administrative designation of specialist reservists, see article 13–10 (1) (b). [C. M. C. M. 3.]

## *Section 6.—PROMOTION*

### METHOD OF PROMOTION FOR OFFICERS

### 13–60

(1) **Second lieutenants, first lieutenants, and captains** shall be promoted by seniority to the next higher rank when eligible and qualified physically, mentally, morally, and professionally for promotion.

(2) Officers of the rank of major and above shall be promoted only upon the recommendation of a selection board, in the order selected by the board, when their running mates in the Regular Marine Corps are promoted, subject to physical, mental, moral, and professional examinations. The date of rank on promotion of such selected officers will be the date of rank on promotion of their running mates in the Regular Marine Corps, except that in no case shall such date of rank antedate the date of the vacancy in the grade to which promoted in the Marine Corps Reserve.

(3) **Running mates.**—For the purposes of eligibility for selection and for promotion, each Reserve officer of the rank of major and above will be assigned as a running mate the officer of the same rank in the Regular Marine Corps whose date of rank is the same or nearest subsequent date of rank. Each such Reserve officer shall become eligible for consideration for selection when his running mate in the Regular service has been selected for promotion.

### SELECTION BOARDS

### 13–61

Selection boards will be convened by the Secretary of the Navy, from time to time, as may be required. Each such board will be composed of not less than five officers of or above the grade for which selections are to be made, one of whom may be an officer of the Marine Corps Reserve. Selection boards shall make recommendations for promotion to the grades of lieutenant colonel, colonel, and brigadier or major general in numbers not exceeding those directed by the Secretary of the Navy.

### ELIGIBILITY FOR PROMOTION OF OFFICERS

### 13–62

(1) **Eligibility.**—In time of peace, officers of the Marine Corps Reserve will be eligible for promotion as follows:

(*a*) SECOND LIEUTENANTS.—Upon completion of 3 years in grade.

(*b*) FIRST LIEUTENANTS.—Upon completion of 4 years in grade.

(*c*) CAPTAINS.—Upon completion of 5 years in grade.

(*d*) MAJORS, LIEUTENANT COLONELS, AND COLONELS.—Officers of and above the rank of major shall become eligible for promotion when their running mates become eligible for selection for promotion.

EXAMINATION FOR PROMOTION OF OFFICERS

## 13–63

(1) **General.**—When a Reserve officer is eligible for promotion, he will be examined to determine his physical, mental, moral, and professional fitness.

(2) **Physical and mental.**—Physical and mental examinations will be conducted in accordance with articles 13–66 (2) (*a*) and 13–101.

(3) **Moral.**—The board will inquire into the moral character of the candidate to determine his moral fitness. It may call witnesses, question the candidate, or afford him opportunity to submit a statement relative to unfavorable matter on his record.

(4) **Professional.**—The Marine Corps Reserve Examining Board will determine the candidate's professional qualification for promotion by an examination, appropriate to his rank and duty, based on the specified correspondence course as prescribed in article 13–121 (2) (*d*) and (4) (*d*); or, if exempted therefrom, by the provisions of article 13–65. The examining board may exclude from the examination any subcourse of the prescribed course which the candidate has completed.

(5) When an officer of the Marine Corps Reserve becomes due for promotion and has not qualified professionally by the completion of the required correspondence course, the Director, Marine Corps Reserve, will address a letter to said officer requesting information as to whether or not the officer desires to be examined professionally for promotion. If he does not so desire to be examined, this notification and rejection by said officer of the opportunity for this examination will be considered as one failure of examination for promotion, and appropriate action in his case will be taken by the Commandant of the Marine Corps as set forth in article 13–66 (2) (*c*). [C. M. C. M. 2.]

EXAMINING BOARDS

## 13–64

(1) (*a*) Recommendations for appointment of officers of the Marine Corps Reserve shall be made by the Director, Marine Corps Reserve, who will certify to the Commandant of the Marine Corps that, in accordance with regulations and the instructions issued by that officer, the applicant is mentally, morally, and professionally qualified for appointment; provided that no applicant be initially appointed in the rank of lieutenant colonel or above except upon recommendation therefor by a selection board. [C. M. C. M. 3.]

(*b*) Examinations for promotion of officers of the Marine Corps Reserve shall be conducted by boards appointed by the Commandant of the Marine Corps and in accordance with instructions issued by that officer, who is authorized to act on the reports of such boards. The examining boards will follow the procedure outlined in Naval Courts and Boards, with such modifications as may be prescribed by the Commandant of the Marine Corps. [C. M. C. M. 2 and 3.]

(2) Supervisory examining boards will be appointed by the Commandant of the Marine Corps, or by his authority, and will function as prescribed in Naval Courts and Boards for regular officers, with such modifications as the Commandant of the Marine Corps may prescribe. [C. M. C. M. 2.]

### EXCEPTIONS TO PRESCRIBED PROFESSIONAL EXAMINATION REQUIREMENTS

### 13–65

In lieu of examination, the Marine Corps Reserve Examining Board may determine the candidate's professional qualification by:

(1) Satisfactory completion of a correspondence course, appropriate to the rank and duty for which he is a candidate for promotion, as prescribed in art. 13–121 (2) (d); or

(2) Completion of 1 year of syllabus training in grade as a pilot; or

(3) One year's continuous active duty in grade; or

(4) Two years' duty in grade with an organized unit and attendance at two annual training camps; or

(5) Graduation from the Reserve officers class, Marine Corps Schools (second lieutenants only); or [C. M. C. M. 1.]

(6) Solution of a map problem appropriate to the rank for which he is a candidate for promotion, provided he has, in his present grade attended annual training periods of at least 2 weeks' duration, performance of duty thereat being satisfactory, each as follows:

three for promotion to first lieutenant;
two for promotion to captain, major, or above.

### FAILURE TO QUALIFY FOR PROMOTION

### 13–66

(1) **Failure to be selected.**—Officers twice passed over for selection for promotion will be placed on the honorary retired list.

(2) **Failure on examination.**—(*a*) PHYSICALLY OR MENTALLY.—An officer who fails to qualify physically or mentally will be honorably discharged or placed on the honorary retired list in accordance with article 13–111 or article 13–113.

(*b*) MORALLY.—An officer who fails to qualify morally shall be discharged from the Marine Corps Reserve in accordance with article 13–111.

(*c*) Professionally.—An officer who fails to qualify professionally may be honorably discharged or, in the discretion of the Commandant of the Marine Corps, be suspended from promotion for a period of 1 year from the date of his examination, with the loss of 1 year's numbers from the date he originally became due for promotion. Should he then qualify, his loss of numbers will be that of all officers of his rank, junior to him, who have been promoted during the year. At the end of 1 year should he fail to qualify upon reexamination, he shall be honorably discharged (see art. 13-111), placed on the honorary retired list (see art. 13-113), or retained in the Marine Corps

Reserve as an extra number in grade until attaining 40 years of age in the grade of second lieutenant or first lieutenant; 46 years of age in grade of captain; 52 years of age in the grade of major; or 58 years of age in the grade of lieutenant colonel; at which time he shall be honorably discharged or placed on the honorary retired list (34 U. S. C. 855*g*). While so serving as an extra number in grade, he may request reexamination and, if and when so qualified, may be reassigned to the regular lineal list with a consequent loss of numbers.

### VACANCIES IN CLASS II

## 13–67

(1) **Creation of.**—(*a*) When the promotion of an officer of the Organized Reserve causes an excess in the allowance of officers of his rank in accordance with tables of organization, the Major General Commandant may transfer from the battalion or squadron, an officer of the same or higher grade to the Volunteer or Fleet Reserve, as appropriate. The officer to be so transferred will be designated by the Major General Commandant upon the separate recommendations of the commanding officer of the battalion or squadron, the Inspector-Instructor, and the Director, Marine Corps Reserve, or the Director of Aviation, as applicable. These recommendations marked private (official), will be mailed direct without forwarding endorsements to this Headquarters. Before action is taken by the Major General Commandant, the officer concerned will be given an opportunity to submit a statement.

(*b*) In lieu of the provisions as set forth in (*a*) above, when it is impracticable for the officer due for promotion to assume the duties of the higher grade and he desires to remain in his present rank, upon request of the officer and the unit commander concerned, the Major General Commandant may delay the issuance of such commission. When commissions so held in abeyance are later issued, date of rank of such commission will be that of the date of issuance.

(2) **Exception.**—The provisions of paragraph (1) will not apply when it is impracticable for the officer promoted to assume the duties of the higher grade. Such officer will be transferred to the Volunteer or Fleet Reserve as may be appropriate.

### TEMPORARY COMMISSIONS, CLASS II

## 13–68

When a vacancy exists in an organization in which no officer of appropriate rank is available, the commanding officer may recommend to the Major General Commandant the temporary promotion of an officer to fill such vacancy. With the approval of the Major General Commandant the officer recommended will be temporarily commissioned in the higher grade, subject to physical qualification, and will be carried as an extra number in such grade. His commission will be confirmed, if he is found qualified at the time he is due for promotion. If he fails to qualify, the provisions of article 13–66 apply. Temporary commissions may be revoked by the Major General Commandant for sufficient cause. If relieved from his unit by reason of transfer, after 4 years' satisfactory service in grade therein, he will be carried as an extra number in grade until eligible for a permanent commission, at which time his commission will be confirmed if he is found qualfied; otherwise, the provisions of article 13–66 apply.

### PROMOTION IN TIME OF WAR OR NATIONAL EMERGENCY

### 13–69

(1) In time of war or national emergency, officers on the active list of the Marine Corps Reserve employed on active duty shall be advanced in grade in the same manner as prescribed for officers of the Regular Marine Corps. When so advanced they shall take precedence among themselves and with other officers of the Marine Corps in accordance with date of such advancement or promotion.

(2) No officer of the Marine Corps Reserve shall be advanced to a higher rank until he has qualified therefor by such physical, mental, moral, and professional examinations as the Secretary of the Navy may prescribe.

(3) All officers of the Marine Corps Reserve who may be advanced to a higher grade or rank in time of peace or in time of war or national emergency shall be allowed the pay and allowances of the higher grade or rank from the dates of rank as stated in their commissions as distinguished from the dates of commission, or dates of acceptance of commission, and the dates of rank as stated in their commission shall be conclusive for all purposes. [C. M. C. M. 1.]

(4) The above provisions do not apply to officers who have been, or may hereafter be, retired from the Marine Corps Reserve.

### PROMOTION OF AVIATION CADETS

### 13–70

(1) Aviation cadets may, if qualified after completion of training, be commissioned second lieutenants in the Marine Corps Reserve. (See Article 13–182). [C. M. C. M. 1.]

(2) Second lieutenants commissioned from aviation cadets may, after 3 years' service as such and if found qualified after examination, be commissioned first lieutenants.

### PROMOTION OF WARRANT OFFICERS

### 13-71

Warrant officers will be eligible for promotion to chief warrant rank upon the completion of 6 years of service from date of rank. They will be examined for chief warrant rank in accordance with article 6-3.

### PROMOTION OF ENLISTED MEN

### 13-72

(1) **Class I (e) and Class III.**—Promotions in all enlisted grades of Class I (e) and Class III may be made by Reserve district commanders only by authorization of the Major General Commandant, except that such men having been ordered to active duty and having been examined and recommended for promotion by the commanding officer under whom serving while on active duty, may be so promoted, subject to the provisions of paragraph (3) below, by Reserve district commanders without reference to the Major General Commandant.

(2) **Class II (b).**—Promotions in all enlisted grades of Class II may be made, subject to provisions of paragraph (3) below, by commanding officers of battalions and squadrons, to fill vacancies within authorized allowances, without reference to the Major General Commandant.

(3) **Examinations.**—Examinations for promotion may be oral or written and practical and shall cover such subjects prescribed by the current Marine Corps Order governing the basic training of enlisted men for the respective ranks. In organized units the commanding officer of the battalion or squadron shall convene a board of from one to three officers, as may be practicable, to conduct examinations of enlisted men recommended for promotion.

(4) **Promotion in time of war.**—In time of war or national emergency enlisted men of the Marine Corps Reserve employed on active duty will be promoted under the same regulations as those applying to enlisted men of the Regular Marine Corps.

## *Section 7.—REDUCTION*

### REDUCTION OF NONCOMMISSIONED OFFICERS AND PRIVATE FIRST CLASS

### 13-80

(1) **Class I and Class III.**—Reduction of enlisted men in Class I and Class III will be made only by sentence of court martial or by authorization of the Major General Commandant.

(2) **Class II.**—A commanding officer of a battalion or squadron is authorized to reduce for cause any noncommissioned officer under his command within 1 year from date of appointment, or any private

first class under his command regardless of date of appointment. Other reductions will be made only by sentence of court martial or by authorization of the Major General Commandant. Reports of reductions made by commanding officers of battalions or squadrons shall be made to the Major General Commandant.

(3) **Transfer to Class II.**—Upon transfer of a noncommissioned officer or private first class from Class I (e) or Class III to Class II, if no vacancy exists in the organization in the rank held by him, the commanding officer of the battalion or squadron shall reduce the man to such rank as may be necessary to avoid exceeding the authorized allowance in rank of the battalion or squadron concerned. If subsequently transferred back to Class I or Class III before attaining the rank held on joining, the commanding officer of the battalion or squadron shall reappoint him on transfer to the original rank with same date of rank held on joining.

(4) **Transfer from Class II.**—Except as provided in (3) above, any noncommissioned officer or private first class with less than 1 year's service in grade, shall, upon transfer from the organization, be reduced to the rank held by him on joining or, to the last rank held therein for a period of 1 year or more, unless otherwise directed by the Major General Commandant.

## *Section 8.—INTERCLASS TRANSFER*

### GENERAL

### 13-90

(1) Officers and enlisted men whose services are determined to be of greater value to the Government in time of war, in present civilian occupation than they would be if mobilized as reservists, will be discharged, but without prejudice to their later reappointment or reenlistment in the rank held at the time of discharge, provided they are qualified in accordance with current regulations.

(2) **Transfer in case of waivers.**—Reservists who were granted waivers of physical defects or overage for appointment or enlistment in the Marine Corps Reserve, will not be transferred to the Organized Marine Corps Reserve except upon approval of the Major General Commandant.

### OFFICERS

### 13-91

(1) **To Class II (a).**—Officers of the Fleet or Volunteer Marine Corps Reserve are eligible for transfer to the Organized Marine Corps Reserve if there are vacancies and if physically qualified for active

duty. Requests for transfer to the Organized Marine Corps Reserve with reports of physical examinations on Bureau of Medicine and Surgery Form Y, in duplicate, attached, will be forwarded to the Commandant of the Marine Corps via the Reserve district commander, the Inspector-Instructor, and the commanding officer of the battalion or aviation squadron concerned, for appropriate recommendations. [C. M. C. M. 2.]

(2) **From Class II (a).**—Requests for transfer from the Organized Reserve will be forwarded to the Commandant of the Marine Corps via the commanding officer of the battalion or squadron, and the Inspector-Instructor, for appropriate recommendations. [C. M. C. M. 2.]

(3) **From the special service unit.**—(*a*) Officers assigned to the special service unit will not be eligible for transfer to another class or section within the special service unit except when shown to be qualified by professional examination.

(*b*) FROM CLASS V (a).—Officers assigned to Class V (a) will not be transferred from that class, nor, when on active duty, from the organization and duty to which assigned, except upon specific authority of the Commandant of the Marine Corps. [C. M. C. M. 3.]

### ENLISTED MEN

### 13–92

(1) **To Class II (b).**—Reserve district commanders are authorized to transfer enlisted members of Class III, Volunteer Marine Corps Reserve, who are physically qualified for active duty, to Class II (*b*), Organized Marine Corps Reserve, subject to the approval of the commanding officer of the battalion or squadron which they desire to join.

(2) **From Class II (b).**—Commanding officers of battalions or squadrons are authorized to transfer members of Class II (*b*), Organized Marine Corps Reserve, from their commands to Class III, on request of the member concerned, or by reason of removal from company or unit station, or inability to attend drills or to train.

(3) **From Class I (e).**—(*a*) On the completion of 4 years' service in Class I (*e*), men who extend their enlistment or reenlist, will be transferred to the Organized Reserve or Volunteer Reserve as appropriate.

(*b*) Reserve district commanders are authorized to transfer enlisted members of Class I (*e*) who are physically qualified for active duty to Class II (*b*), subject to approval of the commanding officer of the battalion or squadron which they desire to join. No such transfer shall be effected within 3 months from the date of original assignment and receipt of the initial advance payment.

(*c*) Enlisted men of Class II (*b*) who were originally assigned to Class I (*e*), may be retransferred to Class I (*e*) from the Organized Reserve within 4 years from their original assignment to Class I (*e*);

however, only such time as they are actually assigned to Class I (*e*) may be counted in claiming the second and succeeding years' retainer pay of $20 per annum.

(4) **From Class III (c).**—Class III (c) reservists on active duty will be transferred, immediately upon completion of recruit training, to Class III (b). [C. M. C. M. 3.]

(5) **To Class IV.**—Transfer to Class IV, Limited Service Marine Corps Reserve, from any other class will be effected only upon authority of the Commandant of the Marine Corps. Application for transfer to Class IV must be made via official channels, and must be accompanied by certificate of a medical officer, that the man concerned is not considered physically fit for combat duty, but meets the reduced physical standards for assignment to Class IV. The nature and degree of physical defects must be stated. The age of the applicant and existing vacancies in the Limited Service Marine Corps Reserve are governing factors in the consideration of such requests. [C. M. C. M. 3.]

(6) **From Class IV.**—Men enlisted in Class IV will not be transferred from that class except upon their own written request and approval of the Commandant of the Marine Corps. Request for transfer will be made via official channels and will be accompanied by proof of qualification for assignment to the class to which transfer is desired. Men transferred from Class IV will not be eligible for the benefits as provided by law for the Limited Service Marine Corps Reserve. This should be explained to each man who requests such transfer. [C. M. C. M. 3.]

(7) **From Class V (b).**—Members of Class V (b) will not be transferred from that class nor, when on active duty, from the organization and duty to which assigned, except upon specific authority of the Commandant of the Marine Corps. [C. M. C. M. 3.]

## *Section 9.—PHYSICAL EXAMINATIONS, VACCINATION, AND TYPHOID PROPHYLAXIS*

### PHYSICAL STANDARDS

### 13-100

The physical standards prescribed for the Marine Corps Reserve are the same as those prescribed for the regular Marine Corps, with due consideration however for age in grade and the character of duty to be assigned in the event of war or national emergency.

### PHYSICAL EXAMINATION OF OFFICERS

### 13-101

(1) When required.—All officers of the Marine Corps Reserve shall be examined physically as follows:

(*a*) Quadrennially, or more often if deemed necessary.

(*b*) For appointment and promotion in the Marine Corps Reserve.

(*c*) For active or training duty and release therefrom.

(*d*) For duty involving the actual flying of aircraft.

(*e*) For transfer to Class II.

(*f*) Special examinations as directed.

(2) **Quadrennial.**—(*a*) A physical examination for any other purpose is sufficient to fulfill the requirements of the quadrennial examination, if properly reported on Bureau of Medicine and Surgery Form Y, in which event, the anniversary date of the quadrennial examination will be computed from the date of last examination.

(*b*) Reserve district commanders will notify all Marine Corps Reserve officers in their districts at least 60 days in advance of their quadrennial anniversary dates. If after being so notified, an officer has not appeared for examination, or submitted a satisfactory excuse for failure to do so, within 30 days after the date on which he became due, Reserve district commanders will submit a report to the Commandant of the Marine Corps in order that the officer may be discharged from the Marine Corps Reserve. [C. M. C. M. 2.]

(3) **For appointment and promotion.**—Physical examinations will be ordered by the Commandant of the Marine Corps upon receipt of an acceptable application for appointment, when eligible for promotion, and upon receipt of recommendation for a temporary promotion. [C. M. C. M. 2.]

(4) **For active or training duty and release therefrom.**—(*a*) PRIOR TO REPORTING.—A Marine Corps Reserve officer is required to take a physical examination prior to or as soon as practicable after reporting for active or training duty, with or without pay, and to be found physically qualified to perform active duty appropriate to his rank and class. If not physically qualified, he shall be returned to an inactive status. [C. M. C. M. 1.]

(*b*) UPON COMPLETION.—Upon completion of active or training duty, an officer shall be given such physical examination as necessary

to determine whether or not his health has been adversely affected by such duty.

(*c*) Repeated training duty.—Officers performing repeated training duty without pay shall be examined physically and found qualified therefor prior to commencement of the first authorized period of such training, and shall again be examined physically upon the completion of the last authorized period of such training. No other physical examination will be made during the extended period of training except in the case of injury, sickness, or disease, provided that officers authorized to perform flights shall have passed a satisfactory flight physical examination within 6 months immediately preceding any period of duty.

(5) **For duty involving the actual flying of aircraft.**—A candidate for appointment, promotion, active duty, or training duty involving actual flying of aircraft, must be examined and found to be physically and psychologically qualified to serve as a pilot of Marine Corps or naval aircraft.

(6) **For transfer to Class II.**—Officers will be examined physically and found qualified for active duty prior to being transferred to Class II.

(7) **Special examinations.**—Special examinations and examinations by boards of medical survey may be ordered as required or at the request of a Reserve officer, to determine his fitness for retention, retirement, discharge, or other disposition. Reserve officers on continuous active duty shall report for physical examination annually in accordance with the requirements for officers of the Regular Marine Corps.

(8) **By whom conducted.**—(*a*) For appointment and promotion.—Physical examinations for appointment and promotion shall, if practicable, be conducted by statutory boards of medical officers composed of medical officers of the Regular Navy, or the Naval Reserve, or of both. If impracticable to assemble the required board without incurring mileage or other expense, the physical examination may be conducted by one medical officer of the Regular Navy or of the Naval Reserve, or if this be impracticable the Major General Commandant will direct the method by which the examination may be conducted. When the examination is not conducted by a statutory board, the report of medical examination, together with the medical history of the candidate on file with the Department, will be acted upon by the medical members of the Marine Corps Reserve examining board.

(*b*) Quadrennial physical examinations and physical examinations for transfer to class II, and for active or training duty, and release therefrom, with or without pay, shall be conducted by a medical officer of the Regular Navy or Naval Reserve, if available. If no such medical officer is available without incurring mileage or other expense, such examinations may be conducted by a medical officer of the Army, Army Reserve, Public Health Service, Veterans' Administration, or in special cases by a reputable physician. Reports of such examinations are received by the Bureau of Medicine and Surgery, together with the medical history of the officer on file in the Department.

(*c*) PHYSICAL EXAMINATIONS FOR DUTY INVOLVING THE FLYING OF AIRCRAFT shall be conducted by an officer of the Regular Navy or Naval Reserve who is qualified and designated to conduct such examination.

(*d*) SPECIAL PHYSICAL EXAMINATIONS shall be conducted as directed.

### PHYSICAL EXAMINATION OF ENLISTED MEN

### 13-102

(1) **Class I (b), (c), and (d).**—Members of Class I (*b*), (*c*), and (*d*) shall be examined physically at least once during every 4-year period by a medical officer of the Regular Navy or Naval Reserve.

(2) **For enlistment or reenlistment.**—Candidates for enlistment or reenlistment in the Marine Corps Reserve shall be examined physically by a medical officer of the Regular Navy or Naval Reserve.

(3) **For transfer to Class II, and for active or training duty, and release therefrom,** physical examination of enlisted men shall be conducted, as prescribed for officers, by the battalion or squadron medical officer.

### RECORDS AND REPORTS OF PHYSICAL EXAMINATIONS

### 13-103

(1) **Health records.**—New health records for members of the Marine Corps Reserve will be prepared at the time of entry into the Reserve and kept in the same manner in all respects (entry, promotion, active duty, training duty, death, etc.) as for members of the Regular Marine Corps. Health records of members of organized units of the Reserve will be kept at the headquarters of such units, and those of all other members of the Reserve will be kept at the headquarters of the Reserve district to which the reservists concerned are attached.

(2) **Entries in health record.**—The result of every physical examination shall be entered in the reservist's health record and will become a part of his medical history. Should health record be not available for such entry, report will be made to the officer in whose charge the record may be, for attachment thereto or entry by him.

(3) **Report of physical examination of all officers.**—(*a*) The results of all physical examinations of officers, other than those for appointments and duty involving flying in actual control of aircraft, shall be prepared on Bureau of Medicine and Surgery Form Y, in duplicate, and forwarded to the Bureau of Medicine and Surgery via the commanding officer concerned and the Major General Commandant.

(*b*) The results of examinations for appointments and duty involving flying in actual control of aircraft shall be prepared on Bureau of Medicine and Surgery Form NMS–1, in quadruplicate, and forwarded as prescribed above.

(4) **Report of physical examination of enlisted reserves, all classes.**—Report of physical examinations of members of the Marine Corps Reserve, all classes, shall be made on Bureau of Medicine and Surgery Form Y, in duplicate, and forwarded by the examining officers to the commanding officers of organizations or districts concerned who, in turn, will forward such reports direct to the Bureau of Medicine and Surgery, Navy Department, Washington, D. C. [C. M. C. M. 1.]

(5) **Purpose of examination indicated on report.**—The Form Y or NMS–1 should clearly indicate the purposes of the examination at the top of the form.

(6) **Recommendations when not physically qualified.**—If a reservist is found not physically qualified, the commanding officer concerned and the Commandant of the Marine Corps shall make appropriate recommendation as to retention, waiver, discharge, or transfer to the honorary retired list or to another class. [C. M. C. M. 2.]

### VACCINATION AND TYPHOID PROPHYLAXIS

### 13–104

(1) **Class II.**—(*a*) Marine Corps Reserve personnel shall be vaccinated and have typhoid prophylaxis administered in accordance with the provisions of the Medical Department Manual, United States Navy, when assigned to the Organized Marine Corps Reserve, or as soon thereafter as practicable. A record of such vaccination and inoculation shall be entered in their health records.

(*b*) Organized reservists who are not vaccinated and inoculated will not be ordered to active duty for training.

(2) **Class I and Class III.**—(*a*) Members of Class I and Class III are encouraged to take such vaccinations and inoculations voluntarily. Naval and Naval Reserve medical officers will perform this service free of charge and, when accomplished, will either enter a record of such vaccination and inoculation in the health record, or report same to the reserve district commander concerned, who will cause the report to be attached to the appropriate health record.

(*b*) Upon reporting for active or training duty, members of Class I and Class III will be vaccinated and inoculated in accordance with the provisions of the Medical Department Manual, United States Navy, unless their health records indicate that such medical service has already been rendered.

## *Section 10.—SEPARATION*

### GENERAL

### 13–110

(1) When not on active duty, no officer or enlisted man of the Marine Corps Reserve shall be discharged except upon expiration of his term of service or upon his own request or for full and sufficient cause, in the discretion of the Secretary of the Navy in the cases of officers, and in the discretion of the Commandant of the Marine Corps in the cases of enlisted men. (See art. 13–111.) [C. M. C. M. 2 and 3.]

(2) **On active duty.**—Officers and enlisted men of the Marine Corps Reserve on active duty shall be subject to separation therefrom in the same manner as may be provided by or in pursuance of law for the separation of officers and enlisted men of the Regular Marine Corps.

(3) **In Fleet Reserve and on retired list with pay.**—Members of the Fleet Marine Corps Reserve and officers and enlisted men on the retired list of the Marine Corps Reserve or the honorary retired list with pay shall not be discharged therefrom without their consent, except by sentence of a court martial, or, in the discretion of the Secretary of the Navy, when sentenced by civil authorities to confinement in a State or Federal penitentiary as a result of a conviction for a felony.

(4) **Regulations applicable.**—The regulations covering discharges in the Regular Marine Corps shall, so far as practicable, govern discharges in the Reserve. [C. M. C. M. 2.]

### DISCHARGE OF OFFICERS

### 13–111

Except as provided in article 13–110, an officer of the Marine Corps Reserve will be discharged for one of the following reasons:

(1) Failure to qualify morally for promotion.

(2) When found not physically qualified for promotion or for active duty; unless, within the discretion of the Secretary of the Navy, he is placed on the honorary retired list of the Marine Corps Reserve (art. 13–113).

(3) Failure to qualify professionally for promotion; unless, within the discretion of the Commandant of the Marine Corps, he is suspended from promotion for 1 year with loss of numbers. [C. M. C. M. 2.]

(4) Failure a second time to qualify professionally for promotion upon the expiration of 1 year's suspension from promotion; unless, within the discretion of the Commandant of the Marine Corps, he is transferred to or retained in the Volunteer Marine Corps Reserve as an extra number in grade. [C. M. C. M. 2.]

(5) When 40 years of age in grade of second lieutenant or first lieutenant; 46 years of age in grade of captain; 52 years of age in the grade of major; or 58 years of age in the grade of lieutenant colonel; unless, within the discretion of the Secretary of the Navy, he is placed on the honorary retired list of the Marine Corps Reserve (art. 13–113).

(6) Upon own request.

(7) To accept a commission in the Regular Army, Navy, Marine Corps, or Coast Guard.

(8) For other full and sufficient cause, such as failure to complete successfully prescribed course of study, failure to answer official correspondence, obvious lack of interest in the Reserve, serious breach of discipline, etc. [C. M. C. M. 2.]

(9) An officer will be afforded a reasonable time, prior to discharge, to submit to the Secretary of the Navy, via official channels, any statement he may desire to make; which opportunity will be considered as having been afforded through the mailing of notice to his official address.

### DISCHARGE OF ENLISTED MEN

## 13–112

(1) **Cause.**—Except as provided in article 13–110, enlisted men of the Marine Corps Reserve will be discharged for one of the following reasons:

(*a*) Upon expiration of term of service.

(*b*) When found not qualified physically for active duty, unless retention is affected as prescribed in art. 13–103 (6) or in the case of the Class I (*b*), (*c*), or (*d*) men, unless transferred to the retired list of the Regular Marine Corps, as specified by art. 13–113 (6).

(*c*) Upon own request.

(*d*) For enlistment or reenlistment in any other branch of the service.

(*e*) For other sufficient cause such as a breach of discipline, lack of interest in the Reserve, failure to attend drills or answer official correspondence, fraudulent enlistment (see art. 13–150 (4)), such as concealment of prior criminal record, etc.

(2) **Upon expiration of term of service.**—Commanding officers of battalions, aviation squadrons, and Reserve districts will discharge enlisted men upon expiration of enlistment or term of service.

(3) **When not physically qualified.**—Upon receipt of a report from a medical officer who has found a man not qualified physically for active duty, commanding officers of battalions, aviation squadrons, and Reserve districts will forward the report to the Commandant of the Marine Corps with appropriate recommendations, for approval. [C. M. C. M. 2.]

(4) **Upon own request.**—Commanding officers of battalions, aviation squadrons, and Reserve districts are authorized to discharge enlisted men of the Marine Corps Reserve upon their own written request.

(5) **For enlistment or reenlistment in any other branch of the service.**—Commanding officers of battalions, aviation squadrons, and Reserve districts will discharge a man to enlist or reenlist in any other branch of the service upon his own written request. Such discharge from the Reserve will be made as of the date prior to that on which he enlists or reenlists in the Regular Marine Corps or Navy. The following notation will be placed on his discharge certificate: "Discharged because of enlistment (or reenlistment) in the Marine Corps (or other branch of the Regular service)." When discharged to enlist or reenlist in the Regular or Reserve service other than the Regular Marine Corps or Navy, the following additional notation will be placed on his discharge certificate: "To become effective the day prior to enlistment (or reenlistment) in the Army (or other service)." When members of Class I (*b*), (*c*), or (*d*) are discharged, the Paymaster, Headquarters Marine Corps, will be so advised in order that payment of retainer pay may be discontinued. (See par. (8) (*a*).)

(6) **For other good and sufficient cause.**—Recommendations for discharge will be made to the Commandant of the Marine Corps by commanding officers of battalions, aviation squadrons, and Reserve districts when warranted by breach of discipline, lack of interest in the Reserve, failure to attend drills, or answer official correspondence, etc. A written statement from the man concerned, if obtainable, will be forwarded with the recommendations. [C. M. C. M. 2.]

(7) **Staff returns upon discharge.**—The service-record book, with the request for discharge when made, attached, and the health record, will be forwarded upon discharge as in the case of a man in the Regular service, in accordance with instructions as contained in article 3–22, except when the reservist is discharged for the purpose of accepting appointment to commissioned or warrant rank in the regular Marine Corps or the Marine Corps Reserve, in which case the health record will be retained by or forwarded to the commanding officer of the organization to which the individual is to be assigned as an officer. [C. M. C. M. 1 and 3.]

(8) **Refund of initial annual payment.**—(*a*) Members of Class I (*e*) discharged for the reasons stated in (5), *supra*, within 3 months from the date of original assignment, and receipt of the initial advance payment, shall be required to refund such payment.

(*b*) In order that the disbursing officer paying the reenlistment allowance will have the necessary information to effect checkage, the recruiting officer who reenlists the man will furnish the disbursing officer concerned and the commanding officer of the post to which the man is transferred the following information: name, rank, class in the Reserve, date of last discharge from Regular Marine Corps, and date of discharge from the Marine Corps Reserve.

(*c*) If checkage is to be made on Form NMC–424, a letter with the above information will be submitted with this form to the proper disbursing officer, who will make the checkage thereon. If the refund is to be made by checkage on pay roll where first taken up for pay, the above information, and the complete service, class, and duration of active and inactive service, will be entered on the pay roll.

(9) **Action upon rejection of a reservist for enlistments in the Regular service.**—When the rejection of a reservist at recruit depots or recruiting offices for enlistment in the Regular service warrant it, the case will be referred to the Commandant of the Marine Corps for consideration of the man's discharge from the Reserve. In these cases commanding officers of battalions, aviation squadrons, or Reserve districts will furnish all evidence available regarding such rejection for enlistment in the Regular service, together with recommendation regarding the man's retention or discharge. (See art. 2–121 (8).) [C. M. C. M. 2.]

### RETIREMENT

### 13–113

(1) **Officers, physical.**—If upon examination an officer is found not physically qualified for active duty, he shall be honorably discharged (see art. 13–111) or, within the discretion of the Secretary of the Navy, be placed on the honorary retired list of the Marine Corps Reserve. Due consideration will be given to the character of duty to be assigned him in the event of war or national emergency.

(2) **Officers, age in grade.**—Within the discretion of the Secretary of the Navy, officers may be discharged (see art. 13–111) or placed on the honorary retired list of the Marine Corps Reserve upon the attainment of age in grade as follows: Second lieutenants and first lieutenants at the age of 40 years; captains at the age of 46 years; majors at the age of 52 years; and lieutenant colonels at the age of 58 years. Due consideration will be given to the duty to be assigned these officers in the event of war or national emergency.

(3) **Officers and enlisted men, age and service.**—Officers and enlisted men of the Marine Corps Reserve, Class I (*a*), I (*b*), I (*c*), and I (*d*), excepted, shall be placed on the honorary retired list of the Marine Corps Reserve without pay or allowances upon reaching the age of 64 years; or upon their own request after 20 years' service in the Marine Corps Reserve. For this purpose service in the Army, Navy, Marine Corps, Coast Guard, Naval Auxiliary Service, Naval Reserve Force, Naval Militia, National Naval Volunteers, Naval Reserve, and Marine Corps Reserve shall be counted as service in the Marine Corps Reserve. [C. M. C. M. 1.]

(4) Reservists who have been specially commended for their performance of duty in actual combat with the enemy by the head of the executive department under whose jurisdiction such duty was performed, shall, when placed upon the honorary retired list, be advanced to the next higher grade.

(5) When transferred to the honorary retired list, officers and men of the Marine Corps Reserve will retain their respective class designations until transferred to another class of the Reserve by proper authority. When in inactive status, reservists on the honorary retired list will be carried on the rolls of the Reserve District in which they permanently reside. When on active or training duty, they will be carried on the rolls of the organization to which attached. Reservists on the honorary retired list will be shown on muster rolls under the heading "Honorary Retired List, Marine Corps Reserve" by class, and alphabetically according to rank. [C. M. C. M. 3.]

(6) **Officers and men of the honorary retired list** who have performed a total of not less than 30 years' active service in the Army, Navy, Marine Corps, Coast Guard, Naval Auxiliary Service, Naval Reserve Force, Naval Militia in Federal status, National Naval Volunteers, Naval Reserve, and Marine Corps Reserve, or who have had not less

than 20 years' such active service, the last 10 years of which shall have been performed during the 11 years immediately preceding their transfer to the honorary retired list, shall, except when on active duty, be entitled to pay at the rate of 50 per centum of their active-duty rate of pay. [C. M. C. M. 3.]

(7) **Members of Class I (*b*), (*c*), and (*d*).**—Upon completion of 30 years' service, or when found not physically qualified, members of Class I (*b*), (*c*), and (*d*) shall be transferred to the retired list of the Regular Marine Corps. Toward the 30 years all service in the Army, Navy, Marine Corps, Coast Guard, Naval Reserve Force, Fleet Naval Reserve, Fleet Reserve, and Marine Corps Reserve, and on the retired list of the Regular Marine Corps, shall be counted; and such service as has been authorized by law to be counted as double time shall be credited as double time in this computation. [C. M. C. M. 3.]

## *Section 11.—INSTRUCTION AND TRAINING*

### GENERAL

### 13–120

(1) **Instruction and training policy.**—It is the policy to provide for the instruction, and to conduct the training of individuals and units of the Marine Corps Reserve so as to provide trained personnel in numbers and composition to meet mobilization needs of the Marine Corps.

(2) **The Director, Marine Corps Reserve, and the Director of Aviation.**—The Director, Marine Corps Reserve, or the Director of Aviation, as applicable, is charged with the instruction and training of the Marine Corps Reserve and prescribes the details of instruction and training for various individuals and units of the Marine Corps Reserve.

(3) **Departments of Headquarters, United States Marine Corps.**—The various Departments of Headquarters, United States Marine Corps, will cooperate with and assist in the instruction and training of reservists insofar as pertains to their departments.

(4) **Reserve district commanders.**—The commanders of the several Marine Corps Reserve Districts, under the supervision of the Director, Marine Corps Reserve, are charged with the instruction and training of Fleet and Volunteer reservists in an inactive status under their jurisdiction.

(5) **Personnel of the Regular Marine Corps.**—(*a*) OFFICERS.—When practicable and desirable, the Commandant of the Marine Corps will detail officers of the Regular Marine Corps as Inspectors-Instructors for the various units of the Organized Reserve, who will be directly responsible to the Director, Marine Corps Reserve. [C. M. C. M. 2.]

(*b*) ENLISTED MEN.—Enlisted men may be similarly assigned to assist in the instruction and training of Marine Corps Reserve units and individuals and, in the absence of the Regular officer, the senior noncommissioned officer will act as the Inspector-Instructor.

(6) **Commanding officers of Marine Corps posts and stations.**—(*a*) TYPE OF DUTY.—When an individual reservist is ordered to a Marine Corps post or station for training duty, with or without pay, the orders will indicate the type of training (general, artillery, quartermaster, etc.) it is desired the reservist will be given to qualify him for his particular mobilization assignment.

(b) TRAINING PROVIDED.—Commanding officers of posts and stations engaged in training Marine Corps Reserve individuals and units are charged with the task of providing the maximum training

obtainable during the training period, and may assign officers and troops under their command for that purpose.

(*c*) REPORT OF TRAINING.—Unless otherwise indicated in the orders, no report of training is necessary, other than the report of fitness prescribed by article 13–141 (4) (c).

(7) **Commanding officers of naval air stations and Naval Reserve aviation bases.**—Commanding officers of naval air stations and Naval Reserve aviation bases will provide reservists the maximum training obtainable with the facilities and equipment of the bases.

(8) **Officers of the Marine Corps Reserve.**—When desirable, the Major General Commandant will detail officers of the Marine Corps Reserve to active duty to assist in the instruction and training of other reservists.

## 13–121

### INSTRUCTION OF THE MARINE CORPS RESERVE

(1) **Means provided.**—The following means are provided for the instruction of the Marine Corps Reserve:

(*a*) Correspondence Courses, Marine Corps Schools.
(*b*) Correspondence Courses, Marine Corps Institute.
(*c*) Correspondence Courses, Recruiting and Selective Service.
(*d*) Group Instructions at armories and aviation bases.

(2) **Correspondence courses, Marine Corps schools.**—(*a*) COURSES PROVIDED.—The list of correspondence cources provided by the Marine Corps schools will be published from time to time.

(*b*) ELIGIBILITY.—All officers and noncommissioned officers of the Marine Corps Reserve are encouraged to enroll and are eligible for enrollment in correspondence courses appropriate to their rank and duty. Privates first-class who have been selected for promotion are eligible for enrollment in the Primary Course upon application by them and favorable recommendation by their commanding officer.

(*c*) APPLICATION FOR ENROLLMENT.—Application for enrollment should be made via the commanding officer of the organized unit, or the Reserve district commander concerned, as the case may be.

(*d*) REQUIREMENT FOR PROMOTION IN THE CASE OF OFFICERS.—Satisfactory completion of the courses indicated below, or a satisfactory knowledge of the subcourses contained in the required course as demonstrated by examination conducted by the Marine Corps Reserve Examining Board, is required for promotion of officers, except as prescribed in article 13–65. When an officer, due for promotion, has failed to complete the required course indicated below and elects to take examinations on the various subcourses of the prescribed course, he shall be exempt from examination on such subcourses as he may have satisfactorily completed, upon submission to the Marine Corps Reserve Examining Board, or certificates of credit which will be issued by the correspondence school for work satisfactorily completed as a student.

GENERAL SERVICE

| For the promotion to rank of— | *Marine Corps schools correspondence course* |
|---|---|
| First lieutenant | Basic. |
| Captain | Junior Reserve (first half). |
| Major | Junior Reserve (second half). |
| Lieutenant colonel | Senior Reserve. |
| Colonel | Solution of an appropriate map problem. |

AVIATION

| | |
|---|---|
| First lieutenant | Basic aviation. |
| Captain | Squadron aviation (first half). |
| Major | Squadron aviation (second half). |
| Lieutenant colonel | Senior Reserve. |
| Colonel | Solution of an appropriate map problem. |

The subcourses prescribed for the first and second halves of the Junior Reserve and squadron courses will be determined by the commandant, Marine Corps schools, and a list furnished the Director, Marine Corps Reserve. Students will not be permitted to enroll in the second half of the Junior Reserve or squadron aviation courses without having satisfactorily completed the first half. Summaries of the above-listed courses will be furnished by the correspondence schools, Quantico, Va., upon request.

(*e*) Reserve officers, below field rank, attached to Reserve Artillery Units may qualify professionally for promotion, when eligible, by satisfactory completion of (1) the prescribed correspondence course for the general service unit appropriate to rank, or (2) an examination based on such course, or (3) an examination based on artillery subjects appropriate to the rank for which being examined. Such officers of field rank will be subject to the same requirements as officers of similar rank as prescribed under General Service Unit.

(3) **Correspondence Courses, Marine Corps Institute.**—(*a*) COURSES PROVIDED.—All commanding officers of Marine Corps posts and stations, Reserve district commanders, and commanding officers of Organized Marine Corps Reserve units, are provided with catalogs covering the courses provided by the Marine Corps Institute.

(*b*) ELIGIBILITY.—The following members of the Marine Corps Reserve are eligible for enrollment in courses provided by the Marine Corps Institute: Officers and men on continuous active duty; officers and men attached to Organized units; officers and men of the Fleet Marine Corps Reserve; officers of the Volunteer Marine Corps Reserve (in the second lieutenants' preparatory course only), upon payment for the textbooks to be used; enlisted members of the recruiting staff of the Volunteer Marine Corps Reserve, upon the recommendation of the officer under whom they are serving.

(*c*) APPLICATION FOR ENROLLMENT.—Application for enrollment will be submitted to the Director, Marine Corps Institute, via the commanding officer concerned and the Inspector-Instructor.

(*d*) COMPLETION OF COURSE UPON CHANGE OF STATUS.—Enlisted men of the Organized Marine Corps Reserve who are transferred to the Volunteer Marine Corps Reserve and who are enrolled in a course with the Marine Corps Institute will be disenrolled upon transfer, unless upon the recommendation of the Inspector-Instructor, and approval of the Major General Commandant, the privilege of completing such course is considered to be in the best interest of the service. If a member of the Organized Marine Corps Reserve, prior to enlisting in the Reserve, has entered into a contract with the International Correspondence Schools, he will not be eligible for enrollment with the Marine Corps Institute for the same course he is taking from the International Correspondence Schools, and his eligibility for enrollment in other courses with the Marine Corps Institute will not in any way affect such contract with the International Correspondence Schools. Enlisted men of the Regular Marine Corps who are transferred to the Fleet Marine Corps Reserve, Class I (e); or who, within 3 months from discharge, enlist in the Marine Corps Reserve and are at the time of discharge enrolled for a course with the Marine Corps Institute, will be permitted to complete such course while a member of the Marine Corps Reserve.

(4) **Recruiting and selective service correspondence courses.**—(*a*) ELIGIBILITY.—Officers and enlisted men of the Marine Corps Reserve tentatively selected for or assigned to recruiting or selective service duty are eligible for enrollment in the recruiting and selective service courses provided by the various recruiting divisions of the Regular Marine Corps. Officers tentatively assigned for such duty are urged to enroll immediately and, upon assignment, should require the enlisted personnel on their staff to also enroll in the same course.

(*b*) APPLICATION FOR ENROLLMENT.—Application for enrollment by officers should be made in quadruplicate to the officer in charge of the recruiting division concerned, via the Reserve District Commander; the extra copy to be forwarded to the Director, Marine Corps Reserve, by the Reserve district commander.

(*c*) REPORT UPON COMPLETING OF COURSE.—Upon completion of a course, the officer in charge of the recruiting division will report by letter to the Reserve district commander concerned, indicating the student's name, rank, and a statement as to whether the course was satisfactorily completed. In the case of an officer student, a copy of the report will be forwarded to the Director, Marine Corps Reserve.

(*d*) Officers assigned by the Major General Commandant to the selective service section of the special service unit may qualify professionally for promotion by satisfactory completion of the joint Army and Navy selective service extension course in lieu of the prescribed course outlined in article 13-121 (2) (*d*).

(5) **Group instructions at armories and aviation bases.**—(*a*) AT ARMORIES.—Group instruction at armories will be conducted in accordance with instructions contained in the armory training pro-

gram for the Organized Reserve, issued annually by the Director, Marine Corps Reserve.

(*b*) AT AVIATION BASES.—Group instructions at aviation bases will be conducted in accordance with drill schedules prepared by the commanding officer of the Reserve organization.

### INSPECTORS-INSTRUCTORS

### 13–122

(1) **Attendance at regular drills.**—Officers and noncommissioned officers of the Regular Marine Corps and reservists who are assigned to instruct Marine Corps Reserve organized units shall attend each regular drill insofar as practicable. In attending regular drills, instructors shall wear appropriate uniforms.

(2) **Instruction of units not in immediate vicinity.**—(*a*) Inspectors-Instructors assigned to organizations having units not located in their immediate vicinity will submit requests to the Major General Commandant for orders to inspect and instruct such units, as many trips as practicable being made the subject of one request. Requests need not specify exact dates on which travel is to be performed, but must be submitted sufficiently in advance of the proposed travel to allow sufficient time for orders to be issued. In the event any travel for which orders have been issued is not performed, the Major General Commandant shall be notified accordingly so that the tentative obligation of funds therefor may be removed.

(*b*) Under the above conditions, Inspector-Instructors will also submit requests to the Major General Commandant for authority to issue travel orders to enlisted personnel of the Regular Marine Corps assigned to their offices as may be necessary in connection with the performance of their duties. Such requests should specify the number of men required to perform the duty involved, the place at which the duty is to be performed, and the number of trips to be made within a stated period.

(3) **Duties of Inspectors-Instructors.**—Duties of the Inspector-Instructor are essentially advisory. Reserve officers in command of units are responsible for the efficiency of their commands, and instructors shall in no way usurp the functions of these officers. Reserve officers in command shall, however, lose no opportunity to utilize to the fullest extent the experience and practical and theoretical knowledge of the instructors. Advice of the instructor on all matters pertaining to training and instruction should be freely sought and given. Instructors shall prepare and deliver such lectures and assist in the planning and execution of instructions of both officers and men, as may be practicable, upon the request of commanding officers. As an inspector, the Inspector-Instructor is a direct representative of the Major General Commandant, and as such his duties include the requirement to ascertain by inspections that required standards are

met relative to troops, armory, Government property, records, etc. All inspections should be made with a view toward the correction of errors and mistakes, and compliance with regulations, orders, and instructions. He will confer with the commanding officer regarding unsatisfactory conditions noted, and report the facts to the Director, Marine Corps Reserve, if he deems such action necessary.

### TRAINING OF THE MARINE CORPS RESERVE

### 13–123

(1) **Means provided.**—The following means of training are provided for the Marine Corps Reserve:

(*a*) Regular drills.
(*b*) Equivalent instruction or duty.
(*c*) Appropriate duty.
(*d*) Administrative duty.
(*e*) Active duty.
(*f*) Annual training duty.
(*g*) Training duty with pay.
(*h*) Training duty without pay.
(*i*) Repeated training duty without pay.

(2) **Requests for assignment to duty.**—(*a*) WITH PAY AND ALLOWANCES.—All requests for assignment to active or training duty, with pay and allowances, will be submitted to the Major General Commandant, via the organization or Reserve district commander.

(*b*) WITHOUT PAY AND ALLOWANCES.—Request for assignment to active duty or training duty, without pay and allowances, will be submitted to the Major General Commandant, or the commanding general, Department of the Pacific, via the organization or Reserve district commander.

(3) **Physical examinations.**—For instruction relative to physical examination for active or training duty, see article 13–101 and 13–102.

(4) **Vaccination and typhoid prophylaxis.**—For instructions relative to vaccination and typhoid prophylaxis for active or training duty, see article 13–104.

(5) **Fitness reports.**—For instructions relative to fitness reports for active or training duty, see articles 13–141 and 13–142.

### REGULAR DRILLS (ORGANIZED RESERVE)

### 13–124

(1) **Definition.**—A drill is an authorized assembly of officers and enlisted men of the Organized Reserve in the prescribed uniform, designated in advance, at which practical work of not less than 1½ hours' duration is conducted in duties pertaining to the Marine Corps.

(2) **Authorization.**—The number of drills for the fiscal year will be as prescribed by the Major General Commandant, provided that the number of drills, periods of equivalent instruction or duty, and appropriate duty periods, combined, shall not exceed the total number of drills authorized for the fiscal year.

(*a*) For a company, battery, or a battalion, not more than one pay drill shall be held in any 1 calendar week.

(*b*) For an aviation squadron, not more than three pay drills shall be held on any one day, not more than three in any 1 calendar week, nor more than four in any 1 calendar month.

(3) **Restricted dates.**—No paid drills are authorized on ~~Sundays,~~ legal holidays as defined in article 330 ~~361~~, Navy Regulations, or during the weeks in which fall Thanksgiving Day and Christmas Day.

### EQUIVALENT INSTRUCTION OR DUTY (ORGANIZED RESERVE)

### 13–125

(1) **Line.**—(*a*) Definition.—Equivalent instruction or duty for officers or enlisted men attached to a company, battery, or battalion of the Organized Reserve is any practical or theoretical instruction or duty, designated in advance, of not less than 1½ hours' duration in connection with duties pertaining to the Marine Corps, performed or conducted either with or without the prescribed uniform, within the discretion of the commanding officer of the organization concerned, in lieu of a drill that has been or may be missed, and performed on a day other than one on which a regular drill has been prescribed, and deemed by the commanding officer essential for training.

(*b*) *Restrictions.*—Not more than one period of such instruction or duty shall be performed in any 1 calendar week; not more than 3 in any one calendar month; nor more than 16 in any 1 fiscal year. (See art. 13–124 (2).)

(2) **Aviation.**—(*a*) Definition.—Equivalent instruction or duty for officers and enlisted men of the aviation branch of the Marine Corps Reserve, is any practical or theoretical ground instruction, or actual flying in Navy or Marine Corps aircraft, or instruction or flying combined, of not less than 1½ hours' duration.

(*b*) When performed.—Such equivalent instruction or duty can be performed only at such times as may be acceptable to the commanding officer of the station; it cannot be performed on a date on which a drill is held for the organization to which the individual is assigned; it need not be designated in advance; and it may be instruction or duty for either a squadron, a group of individuals, or an individual.

(*c*) Certificates.—Officers and men performing equivalent instruction or duty under authority of this paragraph will obtain certificates from the commanding officer of the station for presentation to their organization commanders as evidence of the instruction received or duty performed.

(*d*) RESTRICTIONS.—1. Except as provided in 2 and 3 below, not more than 1 period of equivalent instruction or duty shall be performed under the provisions of this paragraph in any 1 calendar week; not more than 3 in any 1 calendar month; not more than 16 in any 1 fiscal year.

2. Officers in the employ of commercial air lines, whose duties with these companies preclude their drilling at certain of the prescribed drills, will be permitted to perform not more than 3 periods of equivalent duty at any 1 time and not more than 4 periods during any quarter; provided that the total number of equivalent duty periods for an individual does not exceed 16 in any 1 fiscal year.

3. Squadron commanders, squadron first sergeants, and one enlisted man in each squadron assigned to clerical duties, may be permitted to perform equivalent instruction or duty in lieu of authorized drills, provided such equivalent instruction or duty is performed in accordance with paragraph (2) above.

4. For additional restrictions see article 13–124 (2).

### APPROPRIATE DUTY (ORGANIZED RESERVE)

### 13–126

(1) **General.**—Orders assigning a reservist to appropriate duty will be issued by the Major General Commandant and shall state the nature of duty to be performed.

(2) **Line.**—(*a*) DEFINITION.—Appropriate duty for officers and men attached to a company, battery, or battalion, is any duty specifically authorized by the Major General Commandant, performed or conducted either with or without the prescribed uniform, within the discretion of the commanding officer of the organization concerned, and performed in unbroken periods of not less than 1½ hours each.

(*b*) RESTRICTIONS.—Not more than one period of appropriate duty shall be held in any 1 calendar week. The number of appropriate duty periods for the fiscal year will be as authorized by the Major General Commandant, for drills. (See art. 13–124 (2).)

(3) **Aviation.**—(*a*) DEFINITION.—Appropriate duty for members of the aviation branch of the Organized Marine Corps Reserve, is any duty specifically authorized by the Major General Commandant.

(*b*) RESTRICTIONS.—A period of appropriate duty shall consist of aggregate duty of not less than 1½ hours per calendar week. Such duty may be performed in broken increments, but the duty performed in 1 calendar week may not be credited in a subsequent calendar week. Not more than three periods of appropriate duty will be performed in any 1 calendar week, not more than four in any 1 calendar month. (See art. 13–124 (2).)

(*c*) Certificates.—Whenever a part of the appropriate duty consists of actual flying in aircraft, it may be performed in Navy or Marine Corps aircraft. Such flights need not be designated in advance, but the individual concerned must arrange with the commanding officer of the station for such flights and must obtain from him a certificate of flight, which should be forwarded to his squadron commander as evidence of the amount of appropriate duty performed.

### ADMINISTRATIVE DUTY (ORGANIZED RESERVE)

### 13–127

(1) **Definition.**—Administrative duties consist of those duties performed by an officer in command of an organization connected with the discipline, preservation of arms, equipment, and other Government property, pay, reports, returns, and the keeping of records of an organization.

(2) **Assignment to command.**—The senior line officer of each battalion, squadron, company, or battery will be in command; except that in a battalion headquarters company or battery, the adjutant will be in command, and the commanding officer of a tactical squadron must be a naval aviator. During the temporary absence of the commanding officer, the next senior line officer will assume temporary command, but as such will only be considered in an administrative duty status for pay provided the regular commanding officer is absent from the organization for a period in excess of 14 days, in which case administrative duty pay will be allowed for the entire period of absence of the regular commanding officer.

(3) **Certificate.**—The faithful performance of such administrative duties will be established by the certificate of the next superior commanding officer having administrative duties, or by the Inspector-Instructor of the organization where there is no other superior commanding officer, that the officer claiming administrative pay was actually and properly in command of the organization and faithfully performed the administrative duties in connection therewith during the period for which administrative duty pay is claimed.

### ANNUAL TRAINING DUTY (ORGANIZED RESERVE)

### 13–128

Annual training duty is duty prescribed for battalions, and squadrons of the Organized reserve, during which time intensive training will be conducted in duties particularly required for these organizations on mobilization.

### ACTIVE DUTY

### 13–129

Active duty is any duty other than for training so stated in and performed under competent orders, with or without pay and allowances, regardless of the length of time. It may be for a stated period of time or indefinitely until revoked. (See art. 13–154.)

### TRAINING DUTY WITH PAY

### 13–130

(1) **Definition.**—Training duty with pay is any active duty for training, performed with pay and allowances, and specified as active duty for training under competent orders.

(2) **When authorized.**—Officers and enlisted men of the Marine Corps Reserve may be permitted, on their own application, to perform training duty with pay and allowances, dependent on the quota for the fiscal year, and in accordance with the succeeding paragraphs hereof.

(3) **Quota.**—Quotas for assignment to active and training duty for officers and enlisted men are determined annually, dependent upon appropriations therefor.

(4) In time of peace members of the Organized Marine Corps Reserve are required to perform training duty not to exceed 15 days annually, subject to available appropriations, unless excused therefrom for good and sufficient reasons. Members of the Marine Corps Reserve may, upon their own request, be assigned additional training duty.

(5) **Frequency of training.**—The frequency of training duty for individuals is dependent upon the quota assigned; e. g., should the quota be equivalent to one-quarter strength, individual training duty may be given once every 4 years, unless shortage of applications for training duty permits more frequent assignment for certain individuals.

### TRAINING DUTY WITHOUT PAY

### 13–131

(1) **Definition.**—Training duty without pay is any active duty for training, performed without pay or allowances, under competent orders.

(2) **When authorized.**—Officers and enlisted men of the Marine Corps Reserve may be authorized, on their written application, and dependent upon the exigencies of the service, to perform training duty without pay or allowances and without expense to the Govern-

ment for travel to and from such duty: Provided, however, that when authorized training or other duty without pay is performed by members of the Marine Corps Reserve they may in the discretion of the Major General Commandant be furnished with transportation to and from such duty, with subsistence and transfers en route, and, during the performance of such duty, be furnished subsistence in kind or commutation thereof at a rate fixed from time to time by the Secretary of the Navy.

### REPEATED TRAINING DUTY WITHOUT PAY

### 13–132

(1) **Definition.**—Repeated training duty without pay is any active duty for training, performed under competent orders at no expense to the Government, during periods not in excess of 1 week each, over an extended period not in excess of 1 year.

(2) **When authorized.**—Officers and enlisted men of the Fleet and Volunteer Marine Corps Reserve may be permitted on their written application and dependent upon exigencies of the service, to perform repeated training duty without pay, at Marine Corps posts or stations, naval air stations, and Naval Reserve aviation bases. Such authority may be renewed from year to year.

(3) **Aviation.**—Officers who hold effective letters of authority to solo Marine Corps or Naval aircraft may be authorized to make flights under authority for repeated periods of duty in the same manner as they are authorized to perform flights while in an inactive-duty status. Such flights shall constitute authorized training duty.

(4) **Injury, sickness, or disease incurred.**—In case injury, sickness, or disease is incurred by any member of the Marine Corps Reserve performing such duty, appropriate entries shall be made and reports submitted.

(5) **Endorsement of orders.**—The authorization for repeated training duty without pay shall be retained at the post, station, or base where the duty is performed, until it expires or is canceled, at which time it will be returned to the individual concerned. At the expiration of each period, it shall be signed by the commanding officer and the reservist performing the duty. Upon expiration or cancelation, a complete copy shall be forwarded to the Major General Commandant, and a copy shall be retained for future reference.

(6) **Cancelation.**—The commanding officer of the post, station, or base where such duty is performed may, for lack of interest on the part of the reservist or for any other good and sufficient cause, recommend to the Major General Commandant at any time that the authorization for such duty be canceled.

## INSTRUCTION AND TRAINING OF THE ORGANIZED RESERVE

### 13–133

(1) **Duties required.**—(*a*) Officers and men of the Organized Reserve are required to perform weekly drills, equivalent instruction or duty, appropriate duty, and administrative duty, as directed; and training duty not to exceed 15 days annually. These duties will be performed in accordance with instructions herein.

(*b*) Leave.—When an officer of the Organized Marine Corps Reserve is unable to attend drills due to his absence from the place of drill, for causes beyond his control, exclusive of sickness, he should request a leave of absence for such period, in order that this absence from the regular drill period will not count against his record of attendance for promotion and eligibility for the Reserve service medal.

(2) **Instructions.**—(*a*) During the regular drill and field-training periods, all personnel of companies, batteries, and battalions will be instructed by officers and qualified enlisted men of the organization, in subjects prescribed by armory and field-training programs; in aviation units, in subjects prescribed by the commanding officer.

(*b*) Inspectors-Instructors and their staffs shall be employed as necessary for instructional purposes in delivering lectures and conducting practical demonstrations and schools for officers and noncommissioned officers.

(*c*) Other means for individual instructions are outlined in article 13–121.

(3) **Drills.**—(*a*) When conducted.—Regular drills will be conducted by companies, batteries, and battalions, in accordance with article 13–124 and as prescribed in the armory-training program; and by squadrons, as prescribed by the commanding officers thereof.

(*b*) Drill schedules.—Commanding officers of battalions and squadrons will publish quarterly drill schedules in advance, showing the days, hours, and subjects scheduled, and will forward same in duplicate, 15 days prior to the beginning of the quarter, to the Director, Marine Corps Reserve, or director of aviation, as appropriate. Commanding officers of such units are authorized, for specific cause, to alter such drill dates as may be necessary, provided no drill will be conducted on a ~~Sunday~~, legal holiday, or during the weeks of Thanksgiving and Christmas.

(*c*) Record and report of drills.—The commanding officer of each unit shall keep a monthly record of each officer and man of his organization at every drill or assembly for instruction, showing the number of drills prescribed during the month, the name of the person, the date of the drill, the period during which he was actually present and under instruction in uniform, and the character of drill and instruction for the entire period. The immediate commanding officer of a reservist authorized to receive equivalent instruction, perform equivalent duty, or to perform appropriate duties, shall likewise maintain a complete record showing the date, place, amount, and character of the duty or instruction. Such reports will be submitted to the Director, Marine Corps Reserve, or the Director of Aviation, as appropriate, the last day of each month, on Form NMC 907.

(4) **Equivalent instruction or duty, appropriate duty, and administrative duty.**—These duties will be performed in accordance with articles 13–125, 13–126, and 13–127.

(5) **Annual training duty.**—(*a*) REQUIREMENT.—Officers and enlisted men of organized units are required to perform annual training duty with organizations to which attached, not to exceed 15 days annually, unless excused therefrom for good and sufficient reasons, subject to available appropriations for training of the Reserve. They may, upon their own requests, be assigned additional duty.

(*b*) APPLICATION TO BE EXCUSED.—Application to be excused from annual training duty will be addressed to the commanding officer of the battalion or squadron, who is authorized to excuse individuals, if in his opinion such action is necessary and desirable.

(*c*) TRAINING PROGRAMS.—Annual training duty will be conducted by battalions in accordance with the field-training program; and by squadrons, as prescribed by commanding officers thereof. Reserve organizations will be trained at such training centers and during such months as prescribed by the Major General Commandant.

(*d*) TRAINING SCHEDULES.—Upon receipt of advance information regarding annual field training, commanding officers of battalions will prepare training schedules for their respective organizations and will submit same to the Director, Marine Corps Reserve, for approval. Commanding officers of squadrons will, prior to the training period, submit their training schedule to the Director of Aviation, for approval. Copies of approved training schedules will be furnished by commanding officers of battalions and squadrons to the commanding officers of the post, station, or base where the training is to be conducted.

(*e*) ORDERS TO TRAINING DUTY.—When authorized by the Major General Commandant, Reserve organization commanders will cause each reservist under their command to be immediately informed as to the period assigned in order that individuals may plan accordingly; and will issue the necessary travel orders to the designated post or station, furnishing the commanding officer thereof; the Major General Commandant, the Director, Marine Corps Reserve; the Paymaster, Headquarters Marine Corps (2 copies); the Paymaster, Reserve Accounts, Headquarters Marine Corps; the paymaster who will handle their accounts during the training period; and the Quartermaster, Headquarters Marine Corps; with one copy of the orders. In addition, in the case of officers, each officer concerned will be furnished two copies for pay purposes and two copies for each occasion when mileage may be claimed. In cases of reservists detailed to aviation duty, a copy of the orders will also be furnished the Director of Aviation. All orders must cover the following points:

Reference to the authority for the orders.

Date on which the reservist assumes active duty, if known.

Necessary instructions for the travel involved.

Date on which the reservist is to report at the designated place, post, or station.

Date on which the training period of reservist terminates, if known.

Necessary instructions relative to the return of the reservist to his home.

Date on which he is to resume his inactive status.

A statement of prior service for pay purposes in the case of officers. (The necessary information will be furnished by the Major General Commandant.)

A statement that the travel enjoined is necessary in the public service.

(*f*) REPORT OF ARRIVAL.—Upon arrival at the location of training, commanding officers of battalions and squadrons will report by dispatch to the Director, Marine Corps Reserve, or Director of Aviation, as appropriate, the actual strength of their organizations present, as follows: Organization officers, casual officers, medical officers, organization enlisted, casual enlisted, and medical enlisted.

(*g*) REPORT OF TRAINING.—Upon the conclusion of the training each Reserve battalion and squadron commander will submit a report in duplicate to the Major General Commandant showing the number of reservists in his organization, attendance, training activities, progress made, and such other information as may be of assistance in planning future training periods.

(6) INSPECTION OF ORGANIZED RESERVE UNITS.—Organized Reserve units shall be inspected at least once annually during the armory training period and once during each annual field-training period by an officer of the United States Marine Corps, preferably above the rank of captain. Units failing to meet satisfactory standards of strength and training may, in the discretion of the Major General Commandant, be disbanded.

## INSTRUCTION AND TRAINING OF THE FLEET AND VOLUNTEER RESERVE

### 13–134

(1) **Duties.**—(*a*) CLASS I (*b*), (*c*), AND (*d*).—In time of peace members of these classes may be required to perform not more than 2 months' active duty in each 4-year period.

(*b*) CLASS I (*a*) AND (*e*), AND CLASS III.—Officers and enlisted men of these classes shall not be required to attend drills or perform training duty, but may, upon their own application, be given training duty with or without pay or assigned to repeated training duty without pay.

(2) **Individual instruction and training.**—Officers and men of Class I (*a*) and (*e*) and Class III are instructed and trained as individuals in the specific duties of their particular rank and classification and in accordance with their mobilization assignment.

(3) *Instruction.*—Correspondence courses are available to officers and men as specified in article 13–121.

(4) **Training.**—Officers and men are encouraged to avail themselves of the training duty with or without pay or repeated training duty without pay as prescribed in articles 13–130, 13–131, and 13–132.

(5) **Association with organized units.**—During the armory training year, officers and men of the Fleet and Volunteer Reserve may be authorized to associate themselves with an organized unit for the purpose of instruction and training for a period of 10 drills. Upon the completion thereof, and if recommended by the Commanding Officer and Inspector-Instructor continued association may be authorized. Requests will be submitted to the Major General Commandant via the Reserve district commander and commanding officer of the organized unit concerned. In the event of vacancy within the unit, assignment thereto may be made in accordance with section 8, chapter 13.

(6) **Endorsement of orders.**—(*a*) Reservists shall endorse on their orders the place, date, and hour of receipt, and the dates and hours of departure for and arrival at place of duty. Upon arrival they shall present their orders to the commanding officer of the post or station of duty for his endorsement. Upon completion of duty, their orders will be returned to them. Upon return to inactive duty status, reservists shall endorse on their orders the places, dates, and hours of departure from place of duty and arrival at place of relief from active duty.

(*b*) In case of travel involving no expense to the Government the only endorsements necessary are those of the commanding officer of the post or station of duty.

(7) **Reimbursement for travel.**—In case of duty performed with pay and allowances, reservists should, upon completion of duty, request the necessary forms and instructions for reimbursement for travel performed and, upon assuming inactive duty status, should complete the forms, attach original and two certified copies of orders with all endorsements. In the case of officers their claims will be forwarded to the paymaster who carried their accounts while on active duty. In the case of enlisted men, their claims will be forwarded to the Quartermaster, Headquarters, United States Marine Corps, Washington, D. C.

## Section 12.—RECORDS, REPORTS, AND CORRESPONDENCE

### OFFICERS' RECORDS

### 13–140

The records of Reserve officers will be forwarded to and kept at Headquarters, Marine Corps, in the same manner as the records of Regular officers.

### FITNESS REPORTS, OFFICERS

### 13–141

(1) **When rendered.**—(*a*) Fitness reports will be rendered on March 31 and September 30 on all Class II officers and on Class I and Class III officers associated with an organized unit, and on March 31 on all other Class I and Class III officers.

(*b*) Additional fitness reports will be rendered on Reserve officers upon:

1. Completion of any period of active or training duty, other than periods of repeated training duty.
2. Completion of the last authorized period of repeated training duty.
3. Transfer.
4. Receipt of orders for examination or reexamination for promotion.
5. The relief of the reporting officer (no report is necessary when the Reserve district commander is relieved).

(*c*) Separate reports need not be submitted for periods of less than 2 months before or after the last day of the regular reporting date, provided such periods are included in the current regular report with an appropriate modification of the dates covered thereby.

(2) **Form.**—(*a*) Form NMC 652 will be used in submitting fitness reports on all officers of the Organized Reserve and on all Reserve officers on active or training duty or associated with an organized unit of the Reserve.

(*b*) Form NMC 653 will be used in submitting fitness reports on all other Reserve officers.

(3) **The officer reported on.**—The officer reported on will, at the prescribed times, submit to the commanding officer under whom he is serving or to his reporting senior, a fitness report form properly filled out and signed.

(4) **The reporting officer.**—(*a*) The battalion or squadron commander will render the required fitness reports on all Reserve officers attached to or associated with his unit, forwarding them to the Major General Commandant, via the Inspector-Instructor and the Director, Marine Corps Reserve, or the Director of Aviation, as the case may be.

The Inspector-Instructor will append such comments thereto as he may see fit and, when reporting on the battalion commander or squadron commander, will enter his markings thereon in pencil. The base commander will render the required fitness reports on the respective squadron commanders and Inspector-Instructor, of Reserve aviation squadrons and units.

(*b*) Reserve district commanders will render the necessary fitness reports on all Class I and Class III officers within their districts to the Major General Commandant via the Director, Marine Corps Reserve, except during the period when such officers are associated with units of the Organized Marine Corps Reserve, or on active or training duty.

(*c*) The commanding officer under whom active or training duty is performed will render fitness reports on all officers upon the completion of the period of active or training duty to the Major General Commandant via the Director, Marine Corps Reserve, or the Director of Aviation, as the case may be, entering under paragraph 16, "Remarks:" in addition to other appropriate comments, the type of duty the officer appears best qualified to perform; and, in case the duty was performed without pay, "Duty performed without pay."

(5) **Aviation.**—The reporting officer in preparing fitness reports of officers on aviation duty will note thereon the desirability of continuing the officer concerned on such duty, giving particular consideration to his ability as an executive or for command assignment in aviation.

## FITNESS REPORTS, NONCOMMISSIONED OFFICERS

## 13–142

Fitness reports shall be rendered on noncommissioned officers of the first four ~~three~~ pay grades when performing active or training duty, on March 31 and September 30 of each year, also upon detachment of the reporting officer and upon completion of such periods of duty if occurring more than 3 months after the rendition of the last report. Those reports will be rendered in the handwriting of the reporting officer and forwarded by the reporting officer to the Major General Commandant, via the director, Marine Corps Reserve, or the director of aviation, as appropriate.

## ENLISTMENT RECORDS

## 13–143

(1) **Preparation of records upon enlistment.**—The following records will be prepared for enlistment in the Marine Corps Reserve:

(*a*) Enlistment contract (NMC 321c).

(*b*) Consent of parents or guardians to be submitted only for minors, in accordance with article 13-54 (7). (NMC 526 in the case of enlistment for assignment in the Organized Reserve and NMC 524 in the case of enlistment for assignment in the Volunteer Reserve.)

(*c*) Fingerprint form (NMC 330).

(*d*) Beneficiary slip, if not previously submitted (NMC 502).

(*e*) When necessary, documentary evidence of birth, citizenship status, and proof of discharge from another branch of the service. (Applicant should retain discharge certificate.)

(*f*) Waivers of physical defect (NMC 588), overage, etc., approved by the Major General Commandant.

(*g*) Occupational qualification record (NMC 940 and 940a) in the case of Organized Reservists.

(*h*) Service record (NMC 110 and NMC 110a).

(*i*) Health record (Bureau of Medicine and Surgery, Form H complete).

(2) **Forwarding of records upon enlistment.**—(*a*) The records listed in paragraph (1) (*a*) to (*h*), inclusive, will be forwarded direct to the Director, Personnel Department ~~Adjutant and Inspector~~, Headquarters Marine Corps, except that, in the Department of the Pacific, they will be forwarded via the department commander.

(*b*) The records listed in paragraph (1) (*g*) and (*h*) will be retained by or forwarded to the commanding officer of the organization to which the man is assigned.

## SERVICE RECORDS

## 13-144

(1) **Joined by enlistment.**—When a man enlists in the Marine Corps Reserve for assignment to any class other than Class I (*b*), (*c*), or (*d*), a new service-record (Form NMC 110 and 110a) will be prepared in accordance with instructions therein, and as follows: Under "Professional and conduct record" line 1, complete columns 1, 2, 3, and 4, and enter "Assigned Class —, USMCR," in columns 5, 6, 7, 8, 9, and 10, authenticated by the commanding officer's signature.

(2) **Entries.**—Service-record books of reservists will be kept in accordance with instructions for the Regular Marine Corps by the commanding officers of organizations submitting muster rolls. Professional and conduct markings will be entered in accordance with instructions contained in the service-record book, except that in the case of Class I and Class III enlisted reservists, markings will be awarded only upon termination of each period of active or training duty and upon separation from the service.

### HEALTH RECORDS

### 13–145

For instructions relative to health records, see article 13–103.

### PAY ROLLS

### 13–146

For instruction relative to pay rolls, see article 13–152.

### ORGANIZATION REPORTS

### 13–147

(1) (See arts. 10–1 to 10–14.)

(2) **Change sheets.**—Change sheets will be accomplished and forwarded in accordance with Art. 10–17, except that local changes in the address of Class II (*b*) and Class III (*b*) will not be shown. An additional copy will be forwarded to the appropriate paymaster, and to the Director, Marine Corps Institute, M. B., Eighth and Eye Streets SE., Washington, D. C. (See art. 13–151 (5) and (6).)

(3) **Monthly report of strength and distribution.**—A monthly report of strength and distribution by rank will be made to the Adjutant and Inspector by each organization, squadron, and unit commander submitting muster rolls. This report will be submitted as soon as possible after the last day of the month. Company commanders will submit reports on form NMC 904 to the battalion commander who will forward them and at the same time submit the battalion report on form NMC 902. Squadron commanders will furnish the Director of Aviation with a copy of the report submitted. Reserve district commanders will submit separate reports for the General Service Unit, Aviation Unit, Platoon Leader's Unit, and each section of the Special Service Unit on form NMC 904.

(4) **Monthly report of drills and attendance.**—For instruction pertaining to the report of drills and attendance submitted monthly by commanding officers of organized units, see article 13–133 (3) (*c*).

(5) **Report of death.**—Upon notification of the death of a reservist, the organization or Reserve district commander concerned will, if possible, procure a death certificate from the authorities where the death occurred and forward it to the Director, Personnel Department ~~Adjutant and Inspector~~. When a reservist dies, while on active duty or training duty, the same procedure will be followed as prescribed for the Regular Marine Corps. (See art. 18–72 (9).)

INDIVIDUAL REPORTS

## 13–148

(1) **Officers employed by the Civilian Conservation Corps.**—Officers of the Marine Corps Reserve who are employed by the Civilian Conservation Corps in a civil status will submit a report to the Major General Commandant, via their commanding officer or Reserve district commander, giving the following information: Date of employment with the Civilian Conservation Corps; name and place of duty; nature of duty, such as camp or company commander, exchange officer, mess officer, or other duties assigned; together with any pertinent information which should be made a part of the officer's military record.

(2) **Change of address.**—Reservists will report any change in home address to their organization or district commander. If change of address is permanent, and is in another Reserve district, the district commander or organization commander will transfer the staff returns and all records of the reservist concerned to the headquarters of the organization or district to which transferred. He will so notify the reservist and report the transfer and the new address on the change sheet. Members of Class I (*b*), (*c*), and (*d*) will also report changes of address direct to the Paymaster, Headquarters Marine Corps, Washington, D. C.

(3) **Report of civil employment.**—A reservist, upon acceptance of appointment or upon enlistment, will report to his organization or Reserve district commander the name of his employer and the place and nature of such employment.

(4) **Leaving the United States.**—Reservists intending to leave the United States, or to change their residence or status as may render them not available for call, are required to report the fact and probable duration of the absence from the United States, or nonavailability, to the organization or Reserve district commander concerned.

CORRESPONDENCE

## 13–149

(1) **Preparation.**—All official correspondence will be prepared in accordance with chapter 52, Navy Regulations.

(2) **Organized Reserve.**—All correspondence to and from a battalion or squadron of the Organized Marine Corps Reserve will be routed via the Inspector-Instructor for forwarding endorsement, recommendation, or comment. In the absence of the Inspector-Instructor, the Assistant to the Inspector-Instructor will endorse correspondence as Acting Inspector-Instructor.

(3) **Reserve Districts.**—See article 13–6 (2).

(4) Individual.—All correspondence originated by an individual of the Marine Corps Reserve will be forwarded via his immediate commanding officer (Reserve district commander, company commander, battery commander, etc.).

## *Section 13.—PAY AND ALLOWANCES*

### INACTIVE DUTY AND RETIRED PAY AND ALLOWANCES

### 13–150

(1) Pay tables.—The following tables show the pay, other than for active or training duty, authorized for the Marine Corps Reserve:

*Fleet Marine Corps Reserve*

| Class [1] | Rate of pay [2] |
|---|---|
| | RETAINER PAY |
| | COMMISSIONED, CHIEF WARRANT AND WARRANT OFFICERS |
| Class I (*a*) | $20 per annum in advance. |
| | ENLISTED MEN |
| Class I (*b*) | One-third of the base pay at time of transfer to the Reserve, plus all permanent additions thereto; plus 10 per cent of the above amounts, if credited with extraordinary heroism in line of duty. |
| Class I (*c*) | One-half of the base pay at time of transfer to the Reserve, plus all permanent additions thereto; plus 10 per cent of the above amounts, if credited with extraordinary heroism in line of duty or if the average markings in conduct after 20 years' or more service shall not be less than 95 percent of the maximum (or 4.75). |
| Class I (*d*) | One-half base pay at time of transfer to the Reserve. |
| Class I (*e*) | $20 per annum in advance. |
| | RETIRED PAY |
| | COMMISSIONED, CHIEF WARRANT AND WARRANT OFFICERS |
| Class I (*a*) | No retired pay provided. |
| | ENLISTED MEN |
| Class I (*b*) | Pay they were receiving on date of retirement, plus the allowances authorized for retired enlisted men of the Regular Marine Corps. If retired for physical disability, entitled to the allowances only after the completion of 30 years' service, counting service on the active list, in the Reserve and on the retired list. |
| Class I (*c*) | Same as Class I (*b*). |
| Class I (*d*) | Pay they were receiving on date of retirement, plus all permanent additions thereto, plus the allowances authorized for retired enlisted men of the Regular Marine Corps. If retired for physical disability, entitled to receive all permanent additions to their base pay, plus the allowances, only after the completion of 30 years' service, counting service on the active list, in the Reserve, and on the retired list. |
| Class I (*e*) | No retired pay provided. |

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[1] For composition. See art. 13-20.

[2] That the Secretary of the Navy, upon discovery of any error or omission in the service or rank, for transfer or retirement, is authorized to correct the same and upon such correction the person so transferred or retired shall be entitled to pay and allowances, in accordance with his rank and length of service as determined by the Secretary of the Navy.

[C. M. C. M. 1.]

### *Organized Marine Corps Reserve*

| Class [1] | Rate of pay [2] |
|---|---|
| | DRILL PAY |
| | COMMISSIONED, CHIEF WARRANT AND WARRANT OFFICERS |
| Class II (*a*) | *Drill Pay—Equivalent instruction or duty pay appropriate duty pay.*—One-thirtieth of the monthly base pay of their rank, not to exceed $10, for the performance of each drill, period of equivalent instruction or duty or period of appropriate duty, authorized by the Major General Commandant, but not to exceed 60 periods in any 1 fiscal year.<br>*Aviation duty.*—For those performing aerial flights in the capacity of pilots, prescribed as part of their training, the pay prescribed above shall be increased by 50 percent for any quarter during which not less than four hours of such flying has been performed.<br>*Administrative duties.*—In addition, officers regularly assigned to and commanding battalions, companies, batteries, or aviation squadrons shall receive compensation at the rate of $240 per annum for the faithful performance of the administrative duties connected therewith. (See art. 13-127.) |
| | ENLISTED MEN |
| Class II (*b*) | *Drill pay—Equivalent instruction or duty pay—Appropriate duty pay.*—Same as Class II (*a*), except that administrative duty pay is not authorized for enlisted men.<br>*Aviation duty.*—Same as Class II (*a*). |
| | RETIRED PAY [3] |
| | OFFICERS, CHIEF WARRANT AND WARRANT OFFICERS AND ENLISTED MEN |
| Class II (*a*) and (*b*) | 50 percent of their active duty rate of pay if the conditions of footnote 3 apply. |

### *Volunteer Marine Corps Reserve*

| Class [1] | Rate of pay [2] |
|---|---|
| | INACTIVE DUTY |
| | OFFICERS, CHIEF WARRANT AND WARRANT OFFICERS, AND ENLISTED MEN |
| Class III (*a*), (*b*), (*c*) and (*d*). | No pay provided. |
| | RETIRED PAY |
| | OFFICERS, CHIEF WARRANT AND WARRANT OFFICERS AND ENLISTED MEN |
| Class III (*a*), (*b*), and (*c*) | Same as Class II (*a*) and (*b*). |

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[1] For composition. See art. 13-20.

[2] That the Secretary of the Navy, upon discovery of any error or omission in the service or rank, for transfer or retirement, is authorized to correct the same and upon such correction the person so transferred or retired shall be entitled to pay and allowances, in accordance with his rank and length of service as determined by the Secretary of the Navy.

[3] Officers and men of the honorary retired list created by sec. 309 of the Naval Reserve Act of 1938 (34 U. S. C. 855*h*) who have performed a total of not less than 30 years' active service in the Army, Navy, Marine Corps, Coast Guard, Naval Auxiliary Service, Naval Reserve Force, Naval Militia in Federal status, National Naval Volunteers, Naval Reserve, Marine Corps Reserve Force, and Marine Corps Reserve or who have had not less than 20 years' such active service, the last 10 years of which shall have been performed during the 11 years immediately preceding their transfer to the honorary retired list of the Marine Corps Reserve or to the honorary retired list in existence on the date of approval of the above act, shall, except while on active duty, be entitled to pay at the rate of 50 per centum of their active duty rate of pay. The pay of members of the honorary retired list shall be paid from the appropriations made for the maintenance of the Marine Corps Reserve.

[C. M. C. M. 1.]

(2) **Rate of pay.**—The following table shows the rate of pay for each drill or period of equivalent instruction or duty, and appropriate duty:

*Commissioned and warrant*

| *Rank* | *Amount* |
|---|---|
| Major general | $10.00 |
| Brigadier general | 10.00 |
| Colonel | 10.00 |
| Lieutenant colonel | 9.72 |
| Major | 8.33 |
| Captain | 6.67 |
| First lieutenant | 5.56 |
| Second lieutenant | 4.17 |
| Chief warrant officer | 4.17 |
| Warrant officer | 4.93 |
| *Enlisted men* | |
| First pay grade | 4.20 |
| Second pay grade | 2.80 |
| Third pay grade | 2.40 |
| Fourth pay grade | 1.80 |
| Fifth pay grade | 1.40 |
| Sixth pay grade | 1.00 |
| Seventh pay grade | .70 |

NOTE.—See art. 1–21, for the relative rank of enlisted men in the various pay grades.

(3) **Restrictions.**—(*a*) ON ACTIVE OR TRAINING DUTY.—Pay for drills, equivalent instruction or duty, appropriate duties, or for administrative duties, shall not accrue to any officer or enlisted man during a period when he shall be lawfully entitled to pay for active or training duty.

(*b*) PENSIONS, DISABILITY ALLOWANCE, ETC.—No member of the Marine Corps Reserve is entitled to compensation for active duty, training duty, for performing drills, equivalent instruction or duties, appropriate duties, or administrative duties, or for uniform gratuity, who may be drawing a pension, disability allowance, disability compensation, or retired pay from the Government of the United States, and "retired pay" as here used shall not include the pay of transferred members of reserve forces of the United States. (See annual naval appropriation act.)

(*c*) SUNDAYS, HOLIDAYS, ETC.—Compensation is not payable for drills held on a legal holiday, as defined in article 330, Navy Regulations, nor for drills held during the weeks in which fall Thanksgiving Day or Christmas Day. This restriction, however, does not apply to appropriate duty and equivalent instruction or duty. Officers and enlisted men of the Marine Corps Reserve shall receive compensation for all regular authorized drills performed on Sunday. [C. M. C. M. 1.]

(4) **Fraudulent enlistment.**—(*a*) Fraud is a willful concealing of facts that would, if known, disqualify the individual from enlisting in the Marine Corps Reserve, and, unless the Government, with knowledge of the fraud, waives its rights and permits the contract

of enlistment to stand, no payments of pay or allowances may be made to the individual, subsequent to the discovery of the fraud.

(*b*) Therefore, no individual will be certified for pay or allowances, subsequent to the actual knowledge or suspicion of fraud. Pay rolls will show in remarks "Presumption of fraudulent enlistment," and any amounts due the individual will be shown as "Due and unpaid," until such time as final disposition is made of the case by competent authority.

(*c*) It shall be the duty of the commanding officer, upon receiving information of a presumption of fraud, to immediately notify the paymaster carrying the accounts of the organization to which the individual is attached, by letter, that there is a presumption of fraud in his case.

### PAYMENT TO RESERVISTS

### 13–151

(1) **First payment to members of Class I (*a*) and Class I(*e*).**—When an officer is appointed and assigned to Class I (*a*) or a man is enlisted and assigned to Class I (*e*), the Reserve district commander, or other proper commanding officer, will certify to the Paymaster, Marine Corps, such individuals for annual advance payment of $20.

(2) **First payment of men transferred to Class I (*e*).**—The first annual payment of men transferred from the Regular Marine Corps to Class I (*e*) will be made as prescribed in article 4–25 (3).

(3) **Certification for pay of members of Class I (*a*) and I (*e*).**—On or about the first of each month Reserve district commanders, or other proper commanding officers, will certify to the Paymaster, Marine Corps, for payment, all members of Class I (*a*) and I (*e*) who were due for an annual advance payment of $20 during the preceding month, giving names, addresses, and anniversary dates. Prior to certifying members of Class I (*a*) and I (*e*) for payment, district commanders or other proper commanding officers will obtain a certificate from each man who is due for an anniversary payment to the effect that he is not drawing a pension, disability allowance, disability compensation, or retired pay from the United States Government, and district commanders will state in their certificate to the Paymaster that each individual has certified as herein. The Reserve district commander will enter "Certified for anniversary payment (date)" in the service-record book of each man so certified. The proper disbursing officer of the Paymaster's Office, Headquarters, Marine Corps, will make a card payment of $20 (but not before the anniversary date), forwarding the check to the payee direct. After payment, the Paymaster will inform the certifying officer of the check number and date of payment. The right of a member of Class I (*a*) or I (*e*) to receive and retain the advance payment of $20 per annum is not affected by reason of active duty performed during his period of assignment to Class I (*a*) or I (*e*) (6 Comp. Gen. 19).

(4) **Payment of Class I reservists.**—Payments to transferred and assigned members of the Fleet Marine Corps Reserve will be made, except as provided for by chapter 4, by the Paymaster, Retired and Reserve Allotment Section, Headquarters, U. S. Marine Corps. Checks covering such payments will be mailed to reservists direct.

(5) **Paymaster to be notified of transfers.**—The Reserve district commander will promptly notify the Paymaster, Retired and Reserve Accounts, Headquarters U. S. Marine Corps, Washington, D. C., by change sheet, showing new address of reservist, of all transfers of Class I reservists from his reserve district to another reserve district.

(6) **Designation of disbursing officers.**—Compensation for drills, equivalent instruction or duties, appropriate duties, or administrative duties, will be paid on the basis of the fiscal quarter, by the Disbursing Officer, Paymaster's Department, in the Pay Area in which the headquarters of the Reserve organization is located. The boundaries of the various pay areas are published in circular letters by the Paymaster.

(*a*) Paymasters paying drill pay rolls of Organized Marine Corps Reserve battalions and Reserve aviation squadrons when preparing the transcript, will make an extra copy (Form NMC-434-J) and forward it to the Director, Marine Corps Reserve, Headquarters Marine Corps, Washington, D. C.

(7) **Transmission of checks.**—Checks for compensation, other than pay and allowances while on active or training duty, will be transmitted direct to the commanding officer of the battalion, company, battery, or aviation squadron to which the reservist is attached.

(8) **Disposition of checks not delivered.**—(*a*) In the event of the reservist's transfer prior to receipt of check the commanding officer will return the check to the issuing paymaster together with the reservist's recorded address. Checks in the cases of officers and men transferred during the quarter to Class I or Class III, will be mailed by the paymaster direct to the reservist concerned to the address as shown in the remarks on the pay roll.

(*b*) If, after the drill roll is rendered, and prior to the delivery of the check, it is discovered that the man is in debt to the Government, or for any other reason should not be paid, the check will be returned to the disbursing officer.

(*c*) The disbursing officer concerned will furnish a schedule of checks mailed to an organization commander, showing the number, date, payee, and amount of check, the payee to sign his name and date of receipt opposite these entries. Upon completion of the schedule it is to be returned to the disbursing officer (Standard Form 1025 may be adapted to this use).

(*d*) Checks received by reserve organizations, and not delivered to the payee within 15 days from the date of receipt, will be returned to the disbursing officer with a statement of the reason for nondelivery in each case. In case checks are returned, the disbursing officer will make one final attempt to pay the man by mailing his check to the last-known address.

### GENERAL INSTRUCTIONS FOR PAY ROLL

### 13-152

(1) **Basic unit for pay purposes, Class II.**—For purposes of rendition of organization pay rolls either for pay while on active or training duty, or for drill pay, the company or battery will be considered the basic unit of a Marine Corps Reserve line organization. For such purposes, the squadron will be considered the basic unit of a Marine Corps Reserve aviation organization. Commanding officers of such basic units will prepare and submit pay rolls as prescribed below.

(2) **When and how submitted.**—(*a*) WHILE ON ACTIVE OR TRAINING DUTY.—Pay rolls will be submitted when prescribed by the Paymaster, in accordance with, and on the same forms as prescribed for the Regular Marine Corps. When due for discharge while on active duty or training duty, Form NMC 90 will be rendered as prescribed for the Regular Marine Corps.

(*b*) FOR THE PURPOSE OF DRILL, EQUIVALENT INSTRUCTION OR DUTY, APPROPRIATE DUTY, AND ADMINISTRATIVE DUTY PAY.—Pay rolls will be prepared quarterly on Forms NMC 891, NMC 891*a*, and NMC 891*c*, as soon after the close of the quarter as possible, and submitted to the disbursing officer, in quadruplicate, by mail. Pay rolls should never be folded, but mailed either flat or rolled in mailing tubes.

(3) **Number of copies.**—The pay roll will be prepared in quadruplicate (on the typewriter when practicable) and certified by the commanding officer of the unit or other commissioned officer acting in his absence.

(4) **Return of quadruplicate.**—The disbursing officer will, after audit has been completed, compare the quadruplicate copy of the pay roll with the original, enter on the quadruplicate all corrections noted on the original, and return the quadruplicate copy to the organization for its files.

(5) **Notes.**—(*a*) SPECIAL.—Since the pay roll is the record to which reference is made in the adjustment of claims and other questions affecting those whose names are borne thereon, it is important in its preparation that nothing be omitted which properly pertains to the complete understanding of the status of the officer or man as affecting his pay, and in case of doubt an entry will always be preferable to an omission.

(*b*) GENERAL.—The word "Drill" wherever used in these instructions refers only to drill for which pay is claimed. Drills performed, which for administrative reasons are not to be claimed as "pay drills," will not be referred to on the pay roll.

(6) **All members attached to command to be shown.**—(*a*) All officers and enlisted men attached to a command on the first day of the quarter (whether to be paid or not) must be shown on the pay roll for such period of the quarter as so attached.

(*b*) ARRANGEMENT.—Those attached at the end of the quarter will appear in the body of the roll arranged according to rank; alphabetically in each rank, and numbered consecutively beginning with the number one (1) at the top of the first page.

(*c*) SEPARATIONS.—Those who become separated during the quarter for any cause will be shown on the back of the roll immediately following those attached under an appropriate heading, e. g., "Died," "Detached," "Transferred," "Discharged," "Retired," "Resigned," etc., and numbered separately under each heading. (See subpar. 14 (*c*).)

(*d*) ACCOUNTS NOT EXTENDED.—Those separated to join other active organized units rendering drill pay rolls will not have their accounts extended into the ruled columns "Credit," "Debit," and "Amount due," but otherwise they will be stated in full. (See par. 14 (*c*).)

(*e*) EXTENSIONS.—Those separated for all other causes will have their accounts extended in full including "Amount due." Where enlisted men are transferred to Class III, Volunteer Marine Corps Reserve, the remarks will show the address of the reservists so as to enable the paymaster to forward the check direct to the reservist concerned. (See par. 14 (*c*).)

(7) **Transfer of pay data on separation.**—Where separations are effected, under paragraph 6 (*d*) above, the new unit commander concerned will be fully informed immediately of the individual pay status of the reservist concerned on Transfer of Pay Data Form as prescribed in article 13–153. The information shown on Transfer of Pay Data Form will agree with that shown on the pay roll from which transferred, as required by paragraph 14 (*c*).

(8) **Ruled spaces.**—(*a*) Spaces have been ruled off for convenience in the preparation and subsequent audit of the pay roll to permit of 15 drills within a quarter. In these spaces the date upon which a drill is performed will be placed in such a manner as to bring the same date in each succeeding account directly under the same date in each preceding account. Drills should not be totaled at the bottom of the page, nor is it necessary to complete the summary on the cover sheet.

(*b*) Only dates of drills performed with the organization for which the roll is being submitted will appear in the ruled spaces. Drills performed with other organizations will be shown under "Remarks" only. (See par. 14 (*a*).)

(9) **Certificates.**—(*a*) COMPANY.—The certificate of the unit commanders will be properly signed on the original of the pay roll in every case prior to submission of the roll to the proper disbursing officer for payment.

(*b*) BATTALION.—The certificate of the battalion commander will be required only if and when administrative-duty pay is claimed on the pay roll where the battalion commander is next superior in command of the claimant.

(*c*) INSPECTOR-INSTRUCTOR.—The certificate for inspector-instructor will be required only if and when administrative-duty pay is claimed upon the pay roll and there is no next superior officer attached to the command.

(10) **Front and back of sheet.**—The pay-roll sheets have a front and back. The wide margin is to the left on the front and to the right on the back. Care should be used to prevent accounts belonging on the front being put on the back and vice versa, in order to permit easy binding into permanent records.

(11) **Pages to be identified.**—Each page has at the top spaces provided for numbering, for the name of the organization, and the period for which the roll is rendered. These spaces will be filled out on every page to identify the page in the event it should become separated from the remainder of the roll.

(12) **Name, how shown.**—The name will be shown, surname first (all capitals), then first name and middle initial. Example: JONES, Robert B.

(13) **Remarks to be shown.**—(*a*) All changes of rank.

(*b*) All authorized checkages or back credits.

(*c*) All dates of enlistment and reenlistment.

(*d*) All extensions of enlistment.

(*e*) All facts affecting the pay status of reservists joined from or transferred (detached) to other organizations, or otherwise separated.

(*f*) All other facts affecting the pay of every officer or enlisted man appearing on the pay roll necessary to support the entries under "Credits" and "Debits."

(*g*) Inclusive dates between which active or training duty was performed.

(*h*) Presumption of fraud.

(14) **Guide for entry of remarks.**—The minimum remarks to support the ordinary routing entries are herewith indicated as a guide. No additional remarks should ordinarily be needed. Periods will not be used after abbreviations for entries in pay rolls. Each entry will be started with a capital letter. For authorized abbreviations, see ~~article 1-64~~. current Marine Corps Order.

(*a*) WHERE THE ACCOUNT OF A RESERVIST NOT APPEARING ON THE PREVIOUS ROLL IS ENTERED.—

OFFICERS

Joining by new appointment: "Jd by orig appt"

Joining from a Reserve district: "(date) jd by tr fr ---- Res Dist"

Joining from another organized unit with moneys due from old organization: "(date) jd by tr fr (organization) Perf drills and/or eiod, and/or appro d on (dates)" If the duty was performed with a different organization than that from which joined, add name of such organization to the entry.

ENLISTED MEN

Joining from another organized unit with moneys due from old organization: "(date) jd by tr fr (organization) Perf drills and/or eiod, and/or appro d on (dates)" If the duty was performed with a different organization than that from which joined, add name of such organization to the entry.

Joining from another organized unit without moneys due from old organization: "(date) jd by tr fr (organization) No cred cert as due"

Joining by enlistment or reenlistment: "Jd by enl" or, "Jd by reenl Last sett on rolls of (organization)"; or, "Jd by reenl Last sett on acct No — under dis this roll"

Joining from a Reserve district: "(date) jd by tr fr ____ Res Dist No prev sett curr fis yr" or "Last sett by __________ to __________ on rolls of __________ (Res Dist)" In the latter case, prior-paid drills should be entered in the space provided on the pay roll.

(*b*) CHANGE IN RANKS.—

ENLISTED MEN

Promoted: "(Date) pro to (rank) by BN, (SQ), CO, Auth Art 13–72 MCM, or Ltr MGC (date)."

Reduced: "(Date) red to (rank) by BN, (SQ), CO, Auth Art 13–80 MCM, or Ltr MGC (date)."

Reappointment: "(Date) reappt (rank) by BN, (SQ), CO, Auth Art 13–54 (9) MCM, or Ltr MGC (date)."

(*c*) SEPARATIONS.—

OFFICERS

Detached to a Reserve district: "(date) det to ____ Res Dist Sett for prd fr ______ 19__ to ______ 19__ Not indeb to US for PP" State address.

Resigned, died, discharged, or retired: "(date) res (died, dis, or retd) Sett for prd fr ______ 19__ to ______ 19__ not indeb to US for PP" State address.

Detached to another active organized unit: "(Date) det to (organization) Unpaid dr this qtr (No unpaid dr this qtr)" Drill dates to be shown in proper spaces, and, if entitled to pay for administrative duty, add: "Faithfully perf adm d fr ______ 19__ to ______ 19__ as CO (organization)." In making this entry, be sure that the information shown on the pay roll agrees in full with the information furnished the man's new commanding officer on the Transfer Pay Data form.

ENLISTED MEN

Transferred to a Reserve district: "(date) tr to ______ (organization) ______ performed drills on dates as shown hereon to incl date of tr" or "No drills performed this qtr prior to tr" as appropriate.

(15) **Authorized checkages.**—Any overpayments resulting from any cause must be checked, from any sums claimed due from the United States, before payment may be made. Lost, destroyed, or damaged Government property is an authorized checkage if responsibility is acknowledged by the person to be checked, or the responsibility is determined by a board of survey. (See art. 17–43.) For reservists not on continuous active duty, clothing is classed as Government property the same as equipment. Overpayments or short-checkages resulting from administrative analyses will be adjusted by the disbursing officer paying the account, and an explanation thereof furnished the commanding officer for his information. In the case of a reservist checked for lost, destroyed, or damaged Government property, the "Remarks" will show: "Ckd $____ for PP per req (Name of officer requesting checkage) dated ______ 19__" in the column headed "Item" on blank line, enter "For PP." In the column headed "Debit" on the same line enter the amount. Where such adjustments produce an overpayment the amount of the overpayment will be entered in the "Amount Due" Column and will be plainly marked in red ink "Overpaid $____" by the disbursing officer.

(16) **Credits.**—(*a*) DRILL PAY will be entered on the pay roll showing the dates on which the drills were performed in the ruled spaces. (See par. (8).)

(*b*) EQUIVALENT INSTRUCTION OR DUTY PAY.—Equivalent instruction or duty will be entered on the pay roll by showing in remarks "EIOD (date or dates)" and, in the space provided for showing the drill date, the letters "EIOD" will be entered.

(*c*) APPROPRIATE DUTY PAY.—Appropriate duty pay will be entered on the pay roll by showing in remarks "perf appro d auth MGC ltr dated ______ 19__" and in the ruled spaces the dates upon which the appropriate duties were performed. When the appropriate duty is performed in increments, the date on which the period of appropriate duty is completed will be shown in the ruled space provided for date. A certified copy of the letter authorizing the performance of appropriate duty will be filed with the first pay roll on which credit is claimed.

(*d*) FLIGHT PAY.—Flight pay will be shown on the pay roll by entering on the first blank line in the individual's pay account "flt pay" and opposite thereof under "Credits," the amount of such flight pay. Form NMC 944, Flight Certificate and Schedule for members of the Organized Marine Corps Reserve, will be submitted with the pay roll to support credit for flight pay.

(*e*) ADMINISTRATIVE DUTY PAY.—Administrative duty pay will be shown on the pay roll by entering in "Remarks": "Faithfully perf adm d as CO (Name of organization) fr ______ 19__ to ______ 19__."

(*f*) MISCELLANEOUS CREDITS.—Short credits or overcheckages noted in the administrative analyses of account will be adjusted by the disbursing officer paying the account, and an explanation furnished the commanding officer for his information. In case an error is discovered by the commanding officer after payment has been made, adjustment will be made on subsequent pay roll and the "remarks" will show: "Cred $____ for (Explain nature of credit)."

(17) **Responsibility of commanding officers.**—Commanding officers or other commissioned officers who sign certificates relative to pay, are held to be pecuniarily responsible for payments made on the strength of such certificates.

(18) **Doubtful payments.**—A disbursing officer is not authorized to make payments in cases involving disputed questions of law or fact, the proper procedure being to send all such cases to the General Accounting Office, Claims Division, for direct settlement.

(19) **Ditto marks.**—The use of the word "ditto" or ditto marks (") on a pay roll is prohibited.

(20) **Red ink.**—The use of red ink on a pay roll is prohibited, except by the office of the disbursing officer paying the roll.

(21) **Credits from prior enlistments prohibited.**—Amounts due from a prior enlistment should not be credited in a subsequent enlistment. The individual concerned should be advised of his right to make claim on the General Accounting Office.

(22) **Units disbanded.**—Whenever an organization is disbanded and the officers and men are transferred to other organizations, a pay roll for the organization disbanded will be prepared for the fraction of the quarter elapsed prior to disbandment, the transfer pay roll to show the data required by paragraphs (6) (*d*) and (14) (*c*) of this article, as may be appropriate.

## TRANSFER OF PAY DATA

## 13–153

(1) **Instructions.**—The form prescribed in paragraph (2) will be prepared in triplicate in cases of transfer of any reservists.

(*a*) WHEN TRANSFERRED TO ANOTHER UNIT OF THE ORGANIZED RESERVE.—The original and duplicate will be forwarded to the reservist's new commanding officer, who will file the duplicate with the pay roll for file in the office of the disbursing officer paying the roll. The triplicate will be retained in the files of the originating office.

(*b*) WHEN TRANSFERRED TO THE VOLUNTEER RESERVE.—The original and duplicate will be securely attached to the "Pay Account Record" page of the service record for future use in the event the reservist is retransferred to the Organized Marine Corps Reserve during the same fiscal year.

(*c*) The form is furnished as a guide for organizations in preparing transfer pay data. The form will not be furnished by the Quartermaster or by Headquarters Marine Corps, but will be prepared by each organization as needed, inserting the pertinent data shown on the face hereof.

2. **Form.**—

### TRANSFER OF PAY DATA—ORGANIZED MARINE CORPS RESERVE

__________________
(Name of organization)
____________________,
(Location)
________________, 19__.
(Date)

I certify that ________________________________, USMCR(O), transferred from ____________________________________ to ____________________________________
(Organization from which transferred) (Organization to which transferred)
on ______________, 19__, has performed the following duties:
(Date)

Prior paid drills, current fiscal year, ________________________________________
Prior paid EIOD's current fiscal year, ________________________________________
Prior paid appropriate duty periods, current fiscal year, ________________________
Unpaid drills, current quarter, performed on dates as follows: ________________
Unpaid EIOD's, current quarter, performed on dates as follows: ______________
Unpaid appropriate duty periods, current quarter, performed on dates as follows: __________________________________________________________
Totals, drills, EIOD's, appropriate duty periods: ________________________________

Satisfactorily performed administrative duty as commanding officer of ____________________ from ________________, 19__, to ________________, 19__.

During the current quarter the reservist performed aerial flights in the capacity of pilot for ____ hours ____ minutes.

The above-named reservist was last settled on the drill pay roll of ____________ by ____________________ for the quarter ending ________________, 19__.

The date of commission or enlistment is __________________________.

____________________________,
*USMCR(O), Commanding.*

### ACTIVE AND TRAINING DUTY PAY AND ALLOWANCES

## 13–154

(1) **Officers.**—(*a*) Commissioned officers of the Marine Corps Reserve, including those on the honorary retired list or who may have been retired, when employed on active duty or training duty, with pay, or when employed in authorized travel to and from such duty, shall be deemed to have been confirmed in grade and qualified for all general service and shall receive the pay and allowances, including longevity pay, as provided by law (34 U. S. C. 853*e*, as amended by Sec. 8, Naval Aviation Personnel Act of 1940) for the Reserve Forces of the United States, and shall, when traveling under orders, or under competent authority, receive transportation in kind, mileage, or actual expenses as provided by law for travel performed by officers of the Regular Marine Corps. For the purpose of computing increases in pay of commissioned officers on account of length of service, active service in grade of aviation cadet shall be considered as commissioned service. [C. M. C. M. 1.]

(*b*) **Pay periods.**—When Reserve officers, exclusive of chief warrant officers, are authorized by law to receive Federal pay, those serving in grades corresponding to those of colonel, lieutenant colonel, major, captain, first lieutenant, and second lieutenant shall receive the pay of the sixth, fifth, fourth, third, second, and first periods, respectively (37 U. S. C. 7).

(*c*) For pay and allowances of aviation cadets, see article 13–175.

(2) **Chief warrant officers, warrant officers, and enlisted men.**—Chief warrant officers, warrant officers, and enlisted men of the Marine Corps Reserve, including those on the honorary retired list, or who may have been retired, when employed on active or training duty, with pay, or when employed in authorized travel to and from such duty, shall receive the same pay and allowances as received by chief warrant officers, warrant officers, and enlisted men of the Regular Marine Corps of the same rank and of the same length of service, which shall include active service in the Regular Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service; and active service, other than for training, in the Naval Militia and National Naval Volunteers; active service, other than for training, prior to June 30, 1925, in the Naval Reserve, Marine Corps Reserve, and the National Guard. No chief warrant officer promoted to other commissioned grade or warrant officer promoted to chief warrant officer or other commissioned grade shall suffer any reduction of pay by reason of such promotion. All periods, whether active or inactive, during which chief warrant officers have held commissions in the Marine Corps Reserve shall be included in computing their pay as provided in the act of February 16, 1929 (45 Stat. 1186) (37 U. S. C. 5) (Comp. Gen. B–12441, Feb. 6, 1941). [C. M. C. M. 1 and 3.]

(3) **Beginning and termination of active and training duty pay.**—(*a*) The pay and allowances to which officers and enlisted men of the Naval Reserve are entitled while on active or training duty begin on the date when between the hours of two successive midnights they entrain, and end on the date when between the hours of two successive midnights they could reach their homes, following detachment under orders, over the shortest usually traveled route (7 Comp. Gen. 100).

(*b*) RELEASED FROM ACTIVE DUTY.—When an officer of the Marine Corps Reserve is ordered home, and, upon arrival, to assume an inactive status, pay and allowances, including pay and allowances for the time necessary to travel to his home, will be credited and paid on the current pay voucher prior to his departure from his active duty station. (See arts. 24–124 (1) (*b*) and 25–117 (3), M. C. M.). [C. M. C. M. 3.]

(4) **Pay for the 31st day of any month.**—When officers and men of the Marine Corps Reserve perform active duty or training for periods of 30 days or less, such duty performed on the thirty-first day of any

month shall be paid for at the same rate as for any other day (34 U. S. C. 853*e*).

(5) **Aviation.**—Officers and enlisted men, while employed on active or training duty, with pay, which involves actual flying in aircraft, shall receive the same increase of pay of their ranks as may be received by officers and enlisted men in similar ranks in the Regular Marine Corps for the performance of similar duty (34 U. S. C. 853*e*).

(6) **Payment.**—Pay and allowances of officers and enlisted men of the Marine Corps Reserve on active or training duty will be paid by subordinate officers of the Paymaster Department in accordance with instructions issued by the Paymaster, United States Marine Corps.

### UNIFORM GRATUITY

### 13–155

(1) **When eligible.**—In time of peace, upon first reporting for active or training duty, with pay, at a location where uniforms are required to be worn, or after the authorized performance of fourteen drills, a commissioned or warrant officer of the Marine Corps Reserve shall be paid a sum not to exceed $100 as reimbursement for the purchase of the required uniforms. Thereafter he shall be paid an additional sum of $50 for the same purpose upon the completion of each period of not less than 4 years in the Marine Corps Reserve. The last-named amount of $50 shall not become due any officer until he has completed not less than 150 drills or periods of other equivalent instruction or duty or appropriate duties and 56 days' active or training duty or 75 drills and 84 days' active or training duty, or 112 days' active or training duty. Any officer who has heretofore received a uniform gratuity shall not be entitled to a further uniform gratuity, except in time of war or national emergency, until the expiration of 4 years from the date of the receipt of the last gratuity. Reserve officers will become entitled to the uniform gratuity mentioned above only after they have provided themselves with the uniform and equipment prescribed for them (34 U. S. C. 855*a*). The foregoing provisions are also applicable in time of war or national emergency. (21 Comp. Gen. 739.) [C. M. C. M. 1 and 3.]

(2) **During war or national emergency.**—In time of war or national emergency a further sum of $150 for the purchase of required uniforms shall be paid to officers of the Marine Corps Reserve when they first report for active duty. The purchase of uniforms in this latter case is not a prerequisite. [C. M. C. M. 1.]

(3) **Payment of uniform gratuities.**—(*a*) When any of the above conditions, with respect to the $100 and $50 uniform gratuities have been met, claim will be submitted on Form NMC–890 and NMC–890a to the Paymaster, Headquarters, U. S. Marine Corps, Washington, D. C., for payment. [C. M. C. M. 1.]

(*b*) The payment of the $150 uniform gratuity to former aviation cadets under section 11, Act of August 4, 1942, or the payment of the $150 uniform gratuity to commissioned and warrant officers upon first reporting for active duty in time of war or during a national emergency under the last proviso of section 302 of the Naval Reserve Act of 1938, will be made by the disbursing officer first taking up their accounts upon reporting for active duty by crediting the same on their pay vouchers. Disbursing officers subsequently taking up their pay accounts are not authorized to pay this gratuity without authority from Headquarters, Marine Corps. [C. M. C. M. 3.]

(4) When claim for uniform gratuity of $100 is based upon completion of 14 drills, a certificate as to the completion of the required number of drills, signed by the battalion commander, will be submitted with the voucher. [C. M. C. M. 1.]

## *Section 14.—UNIFORM*

### UNIFORM PRESCRIBED

### 13–160

The uniform for officers and enlisted men of the Marine Corps Reserve shall be the same as that prescribed for corresponding ranks and grades of officers and enlisted men of the Regular Marine Corps.

### WEARING OF UNIFORM

### 13–161

(1) Members of the Marine Corps Reserve shall wear the uniform of their rank and grade when at drills. They may wear such uniforms on appropriate occasions.

(2) Marine Corps Reserve personnel employed in any capacity by a military school will not wear the Marine Corps uniform while performing such duty, except on specific authority of the Commandant of the Marine Corps, and when such authority is granted, they will wear the insignia of their rank in the Marine Corps Reserve. School insignia will not be worn on the Marine Corps uniform. [C. M. C. M. 2.]

(3) **The Marine Corps Reserve service medal.**—See chapter 8 for instructions on eligibility, wearing, and type.

(4) **Naval Reserve personnel.**—Officers or enlisted men of the Naval Reserve, attached to and serving with an Organized Marine Corps Reserve unit, are eligible for the Marine Corps Reserve service medal under the same conditions as apply to members of the Marine Corps Reserve. [C. M. C. M. 2.]

### 13–162

For eligibility, submission of claim, and payment of uniform gratuity, see article 13–155.

### ARTICLES OF UNIFORM REQUIRED

### 13–163

(1) **Organized Reserve.**—Reserve officers attached to an organized unit will provide themselves with such uniforms and equipment as prescribed by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(2) **For active or training duty.**—Reserve officers ordered to active or training duty shall provide themselves with the following articles of uniform:

1 belt, officers', Model 1935, with 1 shoulder strap.[1]
1 belt, trousers, woven.[2]
1 boots or leggings, pair.[1]
1 cord, hat.[2]
1 hat, field.[2]
1 insignia of rank, pair.
1 ornament, cap and hat, service.
1 ornament, collar, service, pair.
1 scarf, service.[2]
3 shirts, khaki.[2]
2 shoes, brown, pairs.[2]

(*a*) ADDITIONAL ARTICLES REQUIRED OUTSIDE THE DEPARTMENT OF THE PACIFIC:

3 breeches, service, summer, pairs.[3]
1 buttons, coat, bronze, set.[3]
2 coats, service, summer.[3]
1 cap, service, summer.[1]
2 trousers, service, summer.[2] [3]

(*b*) ADDITIONAL ARTICLES REQUIRED IN THE DEPARTMENT OF THE PACIFIC:

1 coat, service, winter (with buttons).[3]
1 breeches, service, winter.[3]
1 trousers, service, winter.[3]
1 cap, service, winter.[1]
2 breeches, service, summer.[3]
1 trousers, service, summer.[2] [3]

(3) **Other articles allowed.**—The procurement of regulation uniforms and equipment not specified above is optional unless an officer is ordered on some specific duty requiring their use.

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[1] Leather goods to be dark russet, dark brown, mahogany, or cordovan. (See Uniform Regulations, 1937.)

[2] These articles may be purchased from any depot, post, or reserve battalion, or squadron quartermaster.

[3] These articles, or buttons, and materials for making uniforms, may be purchased from the Depot Quartermaster, United States Marine Corps, 1100 South Broad St., Philadelphia, Pa.

## Section 15.—SELECTION AND TRAINING OF AVIATION CADETS

### QUALIFICATIONS

### 13–170

(1) **General requirements.**—An applicant for appointment as Marine Corps Reserve aviation cadet must:

(*a*) Be a male citizen of the United States.

(*b*) Be not less than 20 years of age at time of appointment in the Marine Corps Reserve, and not over 27 years of age at the time the training course at Pensacola is completed.

(*c*) Be unmarried and remain so during first 2 years of training.

(*d*) Agree (with consent of parents or guardian, if a minor) to remain on active duty four years (including period of training duty at Pensacola), if such is authorized by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(*e*) Agree to maintain flying efficiency insofar as is practicable by associating himself with a Marine Corps Reserve aviation unit, after completing his training and required active duty.

(*f*) Be physically, mentally, morally, and psychologically qualified for appointment as an aviation cadet, in accordance with prescribed standards.

(*g*) Submit five letters of recommendation signed by persons of recognized standing in the community in which the applicant resides.

(2) **Educational requirements.**—Not less than 2 years of training at an accredited college or university. Preference will be given to:

(*a*) Graduates.

(*b*) Those who have pursued a course in military science.

(*c*) Those who have pursued a course in aeronautical engineering.

(3) **Physical requirements.**—Covered by Manual of the Medical Department, chapter 11. Provision should be made for submission of reports on Bureau of Medicine and Surgery Forms Y and Aviation No. 1.

NOTE.—The minimum height of officers is 66 inches; maximum height 74 inches. Each selected applicant is an embryo officer and must qualify as such for appointment as an aviation cadet.

### METHOD OF NOMINATION AND SELECTION

### 13–171

(1) Candidates shall be nominated by the commanding officers of Marine Corps Reserve aviation units.

(2) Applications and supporting papers, together with the recommendation of the nominating officer, will be forwarded to Headquarters, Marine Corps, for review and final selection by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(3) Candidates who have previously failed in flight training, due to unsatisfactory performance, in either an Army or Navy flight school, shall not be eligible for selection. This does not apply, however, to failure in elimination flight training at Naval Reserve aviation bases.

### RECORDS

## 13–172

(1) **Forms.**—The following forms will record the history of a private first class, USMCR(AV), and aviation cadet, USMCR, until he graduates or has failed in training:

Application Form.
Form N. Nav. 139 (revised 1935)—Elimination Flight Training.
Pensacola—NAS—Training School Record.

(2) **Application form.**—The application form will be accomplished by all applicants. Only the original and supporting papers will be retained in the files at the Headquarters, Marine Corps.

(3) **Form N. Nav. 139.**—Upon completion of elimination flight training, Form N. Nav. 139 will be completed and forwarded to Headquarters, Marine Corps. Under remarks on this form, one of the following statements shall be made:

(*a*) Qualified; recommended for appointment as aviation cadet, and flight training at Pensacola, Fla.

(*b*) Qualified but in excess of allowed quota for this class; placed on eligible list for possible selection later.

(*c*) Failed elimination flight training.

(4) **Training-school record.**—The training-school record of each student, upon completion of training or when the student has failed, is forwarded by the Commandant, Naval Air Station, Pensacola, Fla., to Headquarters, Marine Corps.

## FLIGHT TRAINING

### 13–173

(1) **Phases of training.**—The training will take place in three phases as follows:

(*a*) Elimination flight training as a private first class, USMCR (AV). This course will last about 30 days.

(*b*) Primary and advanced flight training at a designated naval air station, as an aviation cadet of the United States Marine Corps Reserve. This course is conducted in accordance with the same syllabus as is used for the Regular service and covers a period of about 12 months. Upon satisfactory completion of training at a designated naval air station, aviation cadets will be eligible for appointment as second lieutenants in the Marine Corps Reserve, with date of precedence as of the date of reporting for active duty undergoing training.

(*c*) Active duty in the aircraft squadrons of the United States Marine Corps as a second lieutenant of the Marine Corps Reserve, provided such duty is authorized by the Major General Commandant. This duty will commence immediately after graduation at a designated naval air station, and will continue for a period of approximately 3 years.

(2) **Active duty undergoing training, and active duty.**—Aviation cadets shall be deemed to be serving on "active duty undergoing training" while at a designated naval air station. Upon acceptance of appointment as second lieutenant in the Marine Corps Reserve, each officer shall be deemed to be on "active duty" as distinguished from "active duty undergoing training."

(*a*) Aviation cadets who fail to meet the prescribed requirements while undergoing training shall be released from active duty and discharged from the United States Marine Corps Reserve by the Major General Commandant, by direction of the Secretary of the Navy.

(*b*) Aviation cadets shall be given an opportunity to be heard by the commandant of the naval air station at which their training is conducted, prior to being recommended for release and discharge, such commandants being hereby designated as the agencies by whom the aviation cadets may be heard.

(3) **Orders.**—When the final selection of students has been made at Headquarters Marine Corps, instructions will be issued, by the Major General Commandant, for the Inspectors-Instructors to enlist the selected candidates, at Naval Reserve aviation bases, and then assign them active duty for elimination flight training. Upon receipt of Form N. Nav. 139, which should be forwarded to Headquarters Marine Corps at the close of each elimination flight training class, those privates first class, USMCR (AV), who are qualified for further

training will be selected within the quota allowed, appointed aviation cadets by the Secretary of the Navy, and orders issued for them to proceed to the naval air station, Pensacola, Fla., and report for active duty undergoing training.

### DESIGNATIONS

### 13-174

(1) **Student naval aviation pilots.**—Privates first class, USMCR (AV), upon assignment to active duty for elimination flight training, will be designated student naval aviation pilots. The issuance of designations will be made by the commanding officer of the Naval Reserve aviation base to which the student is first ordered for elimination flight training, and will be revoked by him or by the officer in command of any training activity to which the student may later be attached at such time as he fails or his training is abandoned. It will not otherwise be revoked while he is in training in an enlisted status on active or inactive duty.

(2) **Student naval aviator.**—If a student is appointed as aviation cadet by the Secretary of the Navy and further orders issued for him to report at the naval air station, Pensacola, Fla., he will be designated as a student naval aviator by the commandant, naval air station, Pensacola.

(3) **Naval aviators.**—Upon successful completion of the flight course, his designation as a student naval aviator will be terminated and he will be designated as a naval aviator.

### PAY AND ALLOWANCES

### 13-175

(1) **Elimination flight training.**—Upon reporting for elimination flight training, privates first class, USMCR (AV), will be entitled to the pay of a private first class, USMC, plus flight pay, subsistence allowance at the rate of $1.20 per diem, and where adequate quarters are not provided, quarters allowance at the rate of 75 cents per diem.

(2) **Active duty undergoing training.**—While on active duty undergoing training at the naval air station, Pensacola, Fla., aviation cadets will receive pay at the rate of $75 per month, which pay shall include pay for flying risk as provided by law, plus a subsistence allowance at the rate of $1 per diem.

(3) **Active duty.**—During the period of active duty as commissioned officers they will receive the pay and allowances of their rank.

(4) **Uniform allowance.**—Upon acceptance of appointment as second lieutenant in the Marine Corps Reserve, with immediate assignment to active duty, each officer shall be paid a uniform allowance of $150. This allowance shall be paid by the paymaster handling the accounts

of the officer concerned when he accepts his appointment. The disbursing officer will endorse the original order showing fact and date of such payment. Credit will be entered under "Paymaster's statement" with the following notation opposite the credit: "Uniform allow." A certified copy of the order detaching the officer from training and assigning him to active duty must be filed with the voucher on which credit is given and forwarded with the accounts of the disbursing officer concerned, in support of the payment of the uniform allowance.

(5) **Restriction on pay and allowances.**—See article 13–150 (3) (*b*).

(6) **Travel.**—For allowances while traveling see article 16–23.

### INSURANCE

## 13–176

The basic law provides that while on active duty undergoing training, aviation cadets will be issued Government life insurance in the amount of $10,000, the premiums on which shall be paid out of the current appropriations for the Marine Corps Reserve, until commissioned, when the premiums will be checked against the officer's pay. In accordance with article 13–16, men selected for elimination flight training may apply for Government life insurance upon the completion of 16 days of their elimination flight training, the premiums of such part as may be in effect prior to appointment as aviation cadet to be paid by them. When an aviation cadet is commissioned in the Marine Corps Reserve and ordered to active duty the insurance shall be continued in force, but the premiums shall be deducted from the pay of the officer concerned and paid by allotment to the Treasurer of the United States, Veterans' Administration, Washington, D. C. When released from active duty or discharged they have the option of continuing the insurance at their own expense.

### COMPENSATION FOR INJURIES

## 13–177

The provisions of section 304 of the Naval Reserve Act of 1938 (34 U. S. C. 855*c*) make the benefits authorized for civilian employees of the Government in the case of injury in the line of duty, or death resulting from such injury, applicable to privates first class, USMCR (AV), aviation cadets, USMCR, and second lieutenants, USMCR (AVC), while performing active military or naval service which shall include the performance of active duty with or without pay, training duty with or without pay, drills, equivalent instruction or duty, appropriate duty, or other prescribed duty, or while performing authorized travel to or from such duties. In case of injury, or death resulting from injury, commanding officers will be guided by article 13–15.

BONUS

## 13-178

(1) When officers commissioned in the Marine Corps Reserve pursuant to the Naval Aviation Reserve Act of 1939 are released from active duty that has been continuous for 1 or more years, they are entitled to a lump sum payment of $500 for each complete year of active service excluding duty as aviation cadets undergoing training, and to pro rata part of such sum for fractional parts of each year of such duty; but if released from active duty at their own request or as a result of disciplinary action, the fractional part of the year in which released will not be included in computing the lump-sum payment. No lump-sum payment is authorized if the period of active service is less than 1 year.

(2) The lump-sum payments authorized herein are in addition to any pay, allowances, compensation, or benefits which such officers may otherwise be entitled to receive (Sec. 6, Naval Aviation Personnel Act of 1940). [C. M. C. M. 1.]

NEXT OF KIN

## 13-179

Enlistment papers and service records shall show the name and address of next of kin. Upon appointment as aviation cadets and in case of any subsequent change in the name or address of next of kin aviation cadets shall report to Headquarters Marine Corps the name and address of their next of kin.

DISCHARGE

## 13-180

Upon appointment as aviation cadet, USMCR, a private first class, USMCR(AV), will be issued a discharge as of the day preceding acceptance and oath of office as aviation cadet, and records as enlisted man closed out in accordance with articles 3-11 (e) and 3-22.

UNIFORMS

## 13-181

(1) **For elimination flight training.**—Upon the reporting of enlisted students for elimination flight training, they will be issued the clothing specified in list I, below, which must last for the entire period of elimination flight training. This clothing will be furnished by the accountable officer of the Marine Corps Reserve aviation activities at the station or base concerned. Students who fail to successfully complete elimination flight training will be required to turn in all uniform clothing prior to relief from active duty.

(2) **For active duty undergoing training.**—Upon reporting at the naval air station, Pensacola, Fla., for active duty undergoing training, aviation cadets, USMCR, will be issued the additional uniform clothing specified in list II, below, by the Post Quartermaster, Marine Barracks, Naval Air Station, Pensacola, Fla., as may be necessary. Additional articles of uniform, specified in list III, below, will be obtained from sources indicated and issued to aviation cadets, USMCR, after they have reported at the naval air station, Pensacola, Fla.

(3) **Upon successful completion of the flight course.**—See article 13-175 (4).

LIST I.—*Elimination training* (*to be issued at Naval Reserve Aviation Bases*)

| | *Source* |
|---|---|
| 1 Belt, trousers, woven | Reg. stock. |
| 2 Caps, garrison, service, summer, or if weather conditions warrant, 1 cap, garrison, service, winter | Reg. stock. |
| 4 Drawers, knee | Reg. stock. |
| 2 Scarfs, service | Reg. stock. |
| 1 Shoes, leather, pair | Reg. stock. |
| 3 Shirts, cotton | Reg. stock. |
| 4 Socks, cotton, pair | Reg. stock. |
| 3 Trousers, service, summer; or if weather conditions warrant, 2 trousers, service, winter | Reg. stock. |
| 4 Undershirts, cotton | Reg. stock. |
| 1 Clasp, collar | Reg. stock. |
| 1 Gloves, leather, lined, pair (winter issue only) | Reg. stock. |
| 1 Ornament, bronze, collar, pair | Reg. stock. |

LIST II.—*Advanced Aviation Cadets* (*to be issued at Pensacola*)

| | |
|---|---|
| 1 Cap, garrison, service, winter, or if weather conditions warrant, 2 caps, garrison, service, summer | Reg. stock. |
| 4 Drawers, knee | Reg. stock. |
| 1 Scarf, service, cotton | Reg. stock. |
| 1 Scarf, black, officers | D. Q. P. |
| 1 Shoes, leather, pair | Reg. stock. |
| 5 Shirts, cotton | Reg. stock. |
| 8 Socks, cotton, pair | Reg. stock. |
| 2 Trousers, service, winter, or 5 trousers, service, summer | Reg. stock. |
| 4 Undershirts, cotton | Reg. stock. |

### LIST III—*Advanced Aviation Cadets* (*to be issued at Pensacola*)

| | *Source* |
|---|---|
| 1 Belt, officers', Model 1935, complete | D. Q. P. |
| 1 Ornament, bronze (cap and hat) | Reg. stock. |
| 2 Coats, white (warrant officers) | D. Q. P. |
| 1 Coat, dress (warrant officers) | D. Q. P. |
| 1 Cap, dress (warrant officers) | D. Q. P. |
| 1 Cap, white (warrant officers) | D. Q. P. |
| 1 Cap, service, summer (warrant officers) | D. Q. P. |
| 2 Coats, service, summer (warrant officers) | D. Q. P. |
| 1 Shoes, white, pair | Local Purchase |
| 1 Shoes, black, pair | Local Purchase |
| 4 Socks, white, lisle, pair | Local Purchase |
| 4 Socks, black, lisle, pair | Local Purchase |
| 1 Insignia, bronze, pair | D. Q. P. |
| 1 Insignia, gilt, pair | D. Q. P. |
| 1 Ornaments, collar, dress, pair | Local Purchase |
| 1 Ornaments, gold and silver plated, cap, dress | Local Purchase |
| 4 Shirts, white | Local Purchase |
| 4 Collars, white | Local Purchase |
| 2 Trousers, white (warrant officers) | D. Q. P. |
| 1 Trousers, dress (warrant officers) | D. Q. P. |
| 2 Trousers, service, summer (warrant officers) | D. Q. P. |

## COMMISSIONING IN REGULAR MARINE CORPS

## 13–182

(1) Naval aviators of the Marine Corps Reserve, who are former aviation cadets, are eligible for appointment to the Regular Marine Corps, under the provisions of the Naval Aviation Personnel Act of 1940, in such numbers as the President may authorize and the authorized number of commissioned officers of the Marine Corps is increased accordingly.

(2) Such officers, on June 30 of the calendar year in which appointed, must have completed not less than 18 months of continuous active service next following the completion of their active duty as aviation cadets undergoing training and must have been less than 25 years of age upon successful completion of training as aviation cadets. They must also establish their moral, physical, mental, and professional qualifications to the satisfaction of the Secretary of the Navy. They will be appointed in the Regular Marine Corps in the same grade occupied by them in the Marine Corps Reserve at the time of such appointment and will take precedence in such grade in accordance with the provisions of article 13–41 (2). [C. M. C. M. 3.]

(3) A board will be convened each year at Headquarters Marine Corps for the purpose of selecting recommended applicants for appointments in the Regular Marine Corps under the provisions of the Naval Aviation Personnel Act of 1940.

(4) To be eligible for consideration each applicant must meet the age and service requirements stated above and must be recommended therefor by his present commanding officer. Such recommendation must include a specific notation as to the moral and mental fitness of the applicant as determined from personal interview. No applicant selected shall be appointed in the Marine Corps until he shall have successfully passed a physical examination before a board of naval medical examiners.

(5) In computing the pay of officers so appointed, credit for longevity shall be given them for all service. including service as aviation cadets, with which they have heretofore been credited.

(6) Each officer so appointed to the grade of second lieutenant and each officer so appointed to a grade above that of second lieutenant, shall, respectively, become eligible for promotion or for consideration by a selection board as of the date the line officer next junior to him at the date of appointment becomes so eligible.

(7) Omitted. [C. M. C. M. 3.]

## *Section 16.—SELECTION AND TRAINING OF PLATOON LEADERS*

### QUALIFICATIONS

### 13-190

(1) **General requirements.**—An applicant for enlistment for training as a platoon leader must:

(*a*) Be a male citizen of the United States.

(*b*) Be over 18 and less than 23 years of age at time of enlistment.

(*c*) Furnish written consent of parents or guardian to enlistment if a minor.

(*d*) Be a freshman or sophomore in an accredited college or university.

(*e*) Not be a medical, dental, or theological student.

(*f*) Sign an application for 6 weeks' active-duty training for the current year.

(*g*) Not be a member of any military organization, including Army and Navy R. O. T. C. units, except the Naval Militia.

(2) **Physical requirements.**—Physical requirements, except height, are the same as prescribed for enlistment in the Regular Marine Corps (art. 2-121). The following height standards will govern: Ages 18 to 20, inclusive, minimum height, 67 inches; Ages 21 to 23, inclusive, minimum height, 68 inches.

(3) **Moral requirements.**—A student selected for this training must possess unquestioned moral integrity, better than average scholastic standing, and must be of commissioned-officer caliber as established by character, appearance, manner and bearing, and capacity for leadership.

### METHOD OF NOMINATION AND SELECTION

### 13-191

(1) **From accredited colleges and universities.**—A list of accredited colleges and universities from which it is desired to enlist applicants will be compiled annually at Headquarters, United States Marine Corps, and a quota assigned to each school so selected. Recruiting officers will be designated by the Major General Commandant to visit these schools to interview and enlist desirable applicants. Recruiting officers will make two visits to each school, the first one to contact authorities of the school and to accept applications; the second trip will be to enlist the applicants. Each visit will be made at a time when students are present and free from examinations.

(2) **Enlistment and assignment.**—Each student will be enlisted as a private; appointed private first class without reference to the Major General Commandant; assigned to Class III (*d*), Volunteer Marine Corps Reserve; and transferred by staff returns to the platoon leaders, unit of the Reserve district in which he permanently resides, by the officer who effects the enlistment.

(3) **Assignment from the Organized Reserve.**—Members of Organized battalions, squadrons, and units of the Marine Corps Reserve who have the qualifications listed in article 13-190, are eligible for assignment to the platoon leaders' class. A reservist desiring this assignment will submit his application to the Major General Commandant via his organization commander and the Inspector-Instructor. This application will include the following information:

(*a*) Full name, rank, and organization of the applicant.
(*b*) Date of birth.
(*c*) College or university he is attending.
(*d*) Graduating year of his class.
(*e*) Subject in which he is specializing.
(*f*) Prior military training.
(*g*) Present height and weight.

In their forwarding endorsements the organization commander and the Inspector-Instructor will make such comments and recommendations as they deem desirable with regard to the fitness of the applicant for assignment to the platoon leaders' class.

(4) **Transfer for training duty.**—When ordered to training duty, platoon leaders will be transferred by staff returns to the training center, and upon return to inactive status will be transferred back to their respective districts or organizations.

(5) **Rank.**—Upon his assignment to training duty with the platoon leaders' class, a member of the Organized Reserve so selected will be appointed or reduced to the rank of private first class for duty with the platoon leaders' class prior to transfer to the training center.

(6) **Orders for training duty.**—Orders to training duty will be issued by the Major General Commandant or as directed by him.

(7) **Transportation.**—Transportation requests will be forwarded with orders to each platoon leader traveling on Government request. Subsistence en route will be paid after arrival at the training center.

### TRAINING

## 13–192

(1) **Time and place.**—Each training period will be continuous for 6 weeks, beginning the first Sunday in July unless otherwise designated by the Major General Commandant. The training will be conducted at such posts as may be designated by the Major General Commandant and will be under the supervision of the Commandant, Marine Corps Schools. [C. M. C. M. 1.]

(2) **Training schedule.**—A training program will be prepared by the Commandant, Marine Corps Schools, and submitted to the Major General Commandant for approval by April 15 of each year.

(3) **Training, advanced course.**—All members of the advanced course will be assigned to training duty as privates first class for a period of 4 weeks, after which they will, if qualified, be commissioned second lieutenants, Marine Corps Reserve, and assigned to 2 weeks' training duty with troops. Applicants for the advanced course will comply with article 13–194 prior to being assigned and furnished travel orders to the place of training.

(4) **Relief from training.**—The Commandant, Marine Corps Schools, and the Commanding General, Marine Corps Base, Naval Operating Base, San Diego, Calif., are authorized to relieve from training duty and return home any member of the platoon leaders' class for any of the following reasons:

(*a*) Because of obvious inaptitude for the military service; i. e., failure to meet the standards demanded of a platoon leader.

(*b*) Because of physical defect discovered by a board of medical examiners.

(*c*) Upon request of the individual.

### ORGANIZATION

## 13–193

(1) **Class.**—Classes will be formed as separate organizations and will be designated as "Eastern (Western) Platoon Leaders' Class, 19__."

(2) **Junior course.**—The basic group, consisting of newly enlisted students undergoing their first period of training, will be assigned to the junior course.

(3) **Senior course.**—Students taking the second year of training will be assigned to the senior course.

(4) **Advanced course.**—Students who have completed the required two periods of training and return for the third period of training will be assigned to the advanced course.

### COMMISSION IN THE MARINE CORPS RESERVE

## 13–194

After qualifying for commission by the successful completion of the senior course to receive a commission as a second lieutenant in the Marine Corps Reserve, an applicant must:

(*a*) Make application, in writing, for appointment to commissioned rank in the Marine Corps Reserve.

(*b*) Furnish documentary evidence of graduation with a degree from college. (See art. 13–51 (3) (*c*) for nongraduates.)

(*c*) Furnish birth certificate or sworn affidavit of parents showing date and place of birth.

(*d*) Furnish a report of physical examination on Bureau of Medicine and Surgery Form Y, in duplicate.

### COMMISSION IN THE REGULAR MARINE CORPS

## 13–195

(1) **Eligibility for consideration.**—Graduates of the senior course of the Eastern and Western Platoon Leaders' Classes, who have made outstanding records during both the junior and senior courses, and have completed such further service as the Major General Commandant may decide, will be eligible for consideration for commission in the U. S. Marine Corps in accordance with the needs of the service, provided they possess the following additional qualifications:

(*a*) Desire to be officers of the United States Marine Corps.
(*b*) Have not attained the age of 25 years on date of commissioning.
(*c*) Are citizens of the United States.
(*d*) Are unmarried.
(*e*) Meet the physical requirements for appointment to commissioned rank in the United States Marine Corps.

(2) **Examination.**—College graduates selected for commission in the Regular Marine Corps pursuant to paragraph (1) above, may be commissioned without further academic examination. Selected candidates who are not college graduates will be required to pass the academic examination prescribed for noncommissioned officer candidates for regular commission. [C. M. C. M. 1.]

### DISCHARGE

## 13–196

For discharge from the Marine Corps Reserve, see article 13–112.

### PAY AND ALLOWANCES

## 13–197

Members of the platoon leaders' class are entitled to the pay and allowances of a private, first class, Marine Corps Reserve, while on training duty.

### CLOTHING

## 13–198

(1) Issue.—The quartermasters of the commands where reservists report for training duty with the platoon leaders' classes will issue the following articles of clothing. The triplicate copy of the issue slip will be securely placed in the back of the service-record book.

2 belts, trousers, woven.
1 cap, garrison, S. S.
6 chevrons, S. S. Pfc., sets.
1 coveralls.
6 drawers, knee.
1 hat, field.
2 leggings, canvas, pairs.
1 ornament, bronze (cap and hat).
1 ornament, collar, bronze, pair.
6 scarfs, service, cotton.
6 shirts, cotton.
2 shoes, leather, pairs.
6 socks, wool, pairs.
6 trousers, service, summer.
6 undershirts, cotton. [C. M. C. M. 1.]

(2) Reissues.—For the purpose of issue or reissue to platoon leaders, both new, clean, and serviceable recovered article of clothing may be issued as available, except that underwear, socks, and shoes shall not be reissued to another individual.

(3) Recovery.—(*a*) JUNIOR COURSE.—Upon completion of the training period, members of the junior course will be required to turn in all clothing except shoes in separate packages for reissue to them in the following year. Shoes will be retained and cared for by the individual for use during the following year.

(*b*) SENIOR COURSE.—Upon completion of the training period, members of the senior course will be required to turn in all articles of clothing except underwear, socks, and shoes.

(*c*) Advanced course.—Upon completion of the training period, members of the advanced course will be permitted to retain all articles of clothing issued to them except ornaments.

(*d*) All articles of recovered clothing found to be unserviceable or otherwise unsuitable for reissue will be surveyed or otherwise disposed of as may be directed by the Major General Commandant.

(4) **Replacements.**—When members of the senior course report for duty the accountable officers mentioned in paragraph (1) above are authorized to replace such of the articles listed as are unserviceable due to wear during the preceding period of training; the replacement issue to be made as specified in paragraph (1) for initial issue.

### REPORTS AND RECORDS

## 13–199

(1) **Reports.**—Upon the completion of training of a platoon leaders' class the commanding officer of the class will make a report to the Major General Commandant containing the following:

(*a*) List of members of senior course recommended for Reserve commissions, in order of their final class standing. (See art. 13–194.)

(*b*) List of members of senior course recommended for disenrollment, stating reason in each case for such recommendation.

(*c*) List of members of junior course recommended for further training.

(*d*) List of members of junior course recommended for disenrollment, stating reason in each case for such recommendation.

(*e*) List of all members of platoon leaders' class relieved from training duty and returned to inactive status prior to completion whether the men are recommended for disenrollment or for further training.

(*f*) Other information and recommendations. [C. M. C. M. 1.]

(2) **Platoon leaders' record card.**—Platoon leaders' record card, Form NMC–111, will be kept in the case of each member of the platoon leaders' class, and upon separation of any member of the class by graduation, discharge, disenrollment, or other cause, the record cards for that man will be forwarded to the ~~Adjutant and Inspector~~ Director, Personnel Department. for file with his military record.

## 13–200 to 14–0

# CHAPTER 14

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# SUBSISTENCE

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## RATIONS

### 14–1

**Law.**—Except when detached by the President of the United States for duty with the Army, enlisted men of the Marine Corps shall be entitled to the same allowance for rations as are enlisted men of the Navy, under such rules and regulations as may be prescribed by the Secretary of the Navy. (34 U. S. C. 976.)

### 14–2

(1) **Ration defined.**—The term ration ordinarily denotes the Navy ration, as prepared and issued to persons who are entitled to receive it at Government expense, the unit being 1 day's legal allowance of provisions.

(2) The ration is considered as commuted when it is not furnished in kind, and its relative money value as fixed by law is paid to the individual concerned.

(3) The term ration is also used in connection with additional, substituted, or partial allowances in kind authorized under certain circumstances, such as emergency, hospital, landing-force rations, etc.

### 14–3

(1) **Regulations.**—All messes of posts and organizations of the Marine Corps will be subsisted on the Navy ration, computed in accordance with article 14–87, except when, for small posts and organizations whose average ration strength is 50 or less, the Major General Commandant authorizes an additional allowance. The Major General Commandant, with the approval of the Secretary of the Navy, may authorize a fixed allowance for special organizations on temporary duty. The value of the ration, whether computed or fixed, is a credit allowance only, there being no actual cash involved, and the commanding officer may authorize the issue of provisions to the mess against that credit. Provisions are obtained and issued in the same manner

whether on a computed or fixed allowance, and a monthly return of subsistence stores will be rendered to the Quartermaster.

(2) The ration as authorized in paragraph (1), being considered ample to cover general conditions, will not be augmented by cash contributions from individuals or other sources, except on authority of the Major General Commandant. Requests for such authorization will state reason in detail.

## 14–4

(1) **Who entitled.**—Enlisted men of the Marine Corps, applicants for enlistment while held under observation, prisoners of war, and military prisoners shall be entitled to one ration daily at Government expense. Other persons may be subsisted at their own expense when authorized.

(2) **Mess or duty officers.**—Regulations governing the inspection of food in enlisted men's messes by mess or duty officers do not contemplate nor authorize serving a meal or meals to such officers at Government expense.

## 14–5

(1) **Supernumerary and paid supernumerary.**—Enlisted men's messes are composed of, and their daily ration credit established by, the number of enlisted men composing the command and present for rations. Other enlisted men present for rations but not composing part of the command are known as supernumeraries. Their presence for rations is reported in the column provided for this purpose on NMC 828. Where such additional members of a mess belong to other branches of the service, the settlement for rations furnished is effected by a transfer of appropriations.

(2) All additional persons furnished meals in an enlisted men's mess and who are required to pay for such meals are reported as "paid supernumeraries" and their presence is also reported in a separate column provided for such purpose on NMC 828. The money derived from the sale of such rations is reported on NMC 563.

(3) The governing price for supernumerary rations furnished enlisted men other than paid supernumeraries will be the current established price of the ration. Enlisted men authorized to subsist as paid supernumeraries will be charged an appropriate percentage of the established price of the ration for each meal furnished; i. e., 25 percent for breakfast, 50 percent for dinner, and 25 percent for supper. All others authorized to eat in an enlisted men's mess will be charged 20 cents for breakfast, 30 cents for dinner, and 20 cents for supper. The usual 10 percent overhead will not be added to the foregoing

prices. The sale of cooked rations, when authorized, is for the convenience of the Government and not the individual. The food will be the same as that furnished the general mess, and no distinction will be made in favor of meals furnished officers or others as to preparation, quality, or kind.

(4) Whether a person is entitled to be subsisted in an enlisted men's mess depends upon his military status. Generally an enlisted man must be "present for rations" and "eligible" to be entitled to this privilege. The privilege is not ordinarily extended to enlisted men who are in a commutation status, nor to any person solely for his own convenience, and commanding officers should not extend the privilege to anyone except when it is a distinct benefit to the Government to do so.

(5) No meals will be sold to a person in a nonmilitary status without proper authority from the Major General Commandant. Requests for such authority will state the number and status of persons to whom it is desired to extend the privilege of purchasing cooked rations, the period to be covered, the availability of eating places, other than governmental, if any; and the extent to which the privilege forms a part of the military training of those seeking it. The sale of cooked rations to any person shall not be made without the prior approval of the commanding officer.

(6) The sale of a cooked ration is the only type of sale that can be properly reported as a paid supernumerary ration. Under no circumstances will money accrued from the sale of uncooked food (subsistence stores) be reported as a sale of supernumerary rations.

(7) A daily record will be maintained by the mess officer of all meals furnished individuals as paid supernumeraries. At the end of the accounting period a report will be prepared by the mess officer and approved by the commanding officer showing the names of all such paid supernumeraries to whom meals were furnished, the number and description of meals; i. e., breakfast, dinner, supper, and the total amount charged for each. The total rations credited to the mess accruing from the sale of paid supernumerary rations will be one-quarter ration for each breakfast or supper meal sold, one-half ration for each dinner meal sold. Fractional parts of a ration less than one-half will be disregarded. Credit will be taken for a full ration where the fraction is one-half or more. The following example will serve to show the manner which is desired in preparing the mess officer's report NMC 828a.

(FACE)

Mess officer's report of paid supernumerary rations furnished during the month of June 1938, at M. B., Quantico, Va., rifle range to be attached to the monthly ration memorandum (mess designated).

*Enlisted men*

[Unit ration value 0.4061]

| Name and rank | Breakfast at $0.1015 | Dinner at $0.2031 | Supper at $0.1015 | Number rations | Amount due |
|---|---|---|---|---|---|
| Thomas, J. J., 1st Sgt | 7 | 20 | 8 | 13¾ | $5.58 |
| Doe, John, QM Sgt |  | 20 |  | 10 | 4.06 |
| Moe, H. A., Gy. Sgt |  | 15 |  | 7½ | 3.05 |
| Smith, B. C., St. Sgt |  | 20 |  | 10 | 4.06 |
| Hare, Joseph H., Sup. Sgt |  | 2 | 1 | 1¼ | .51 |
| Blue, G. M., PFC | 1 | 6 | 2 | 3¾ | 1.52 |
| Total | 8 | 83 | 11 | 46¼ | 18.78 |

(REVERSE SIDE)

*Officers and nonmilitary personnel authorized*

| Name and rank | Breakfast at $0.20 | Dinner at $0.30 | Supper at $0.20 | Number rations | Amount due |
|---|---|---|---|---|---|
| Blank, Capt | 5 | 20 | 3 | 12 | $7.60 |
| Blank, 1st Lt | 2 | 20 | 2 | 11 | 6.80 |
| Blank, Commander | 4 | 20 |  | 11 | 6.80 |
| Public, J. Q., Civilian | 1 | 20 | 3 | 11 | 6.80 |
| Total | 12 | 80 | 8 | 45 | 28.00 |

*Recapitulation*

OFFICERS AND OTHERS

| | |
|---|---|
| 20 meals at $0.20 or 5 rations | $4.00 |
| 80 meals at $0.30 or 40 rations | 24.00 |

ENLISTED MEN

| | |
|---|---|
| 19 meals at $0.1015 or 4¾ rations | 1.93 |
| 83 meals at $0.2031 or 4½ rations | 16.86 |
| Total, 91¼ rations. | |
| Loss or due to fractions | .01 |

Credit claimed by mess, 91 rations at $0.4061, $36.96.

To be reported on NMC 563 under "Credit" heading "General expenses, Marine Corps" as:

| | *General expenses, Marine Corps* |
|---|---|
| Supernumerary rations | $46.78 |

Approved.

(Commanding officer)

(Mess officer)

(8) This report, when completed, will be turned over to the accountable officer; will support the number of paid supernumerary rations claimed under heading "Additions," subhead "Paid supers"; and verify the amount of money reported on NMC 563 as received from the sale of paid supernumerary rations. It will be attached to and form a part of the monthly ration memorandum, NMC 828.

## 14–6

(1) **Daily ration statement.**—The commanding officer shall prepare the daily ration statement, NMC–565, to be forwarded to the post quartermaster as early as possible, on the date to which it pertains, and shall be responsible for its correctness as affording the Quartermaster a ration-issue basis.

(2) The daily ration statement will be summarized monthly on the monthly ration memorandum, NMC–828, which should be carefully verified after being prepared.

(3) One ration will be allowed daily for each person actually present for rations, including men granted liberty not exceeding 48 hours, and men absent for any reason who take at least one meal at the post. (Comp. Dec., Dec. 9, 1907.)

(4) When men are transferred from one Marine Corps post, organization, or mess to another, credit for rations will be taken on the basis of the number of meals furnished, three meals constituting a ration. For illustration: If nine men are transferred after breakfast, credit for three rations should be taken. If nine men join after breakfast, credit should be taken for six rations. In cases of men transferred to or joining from naval vessels, or organizations subsisted by the Navy, credit for rations for the day of transfer will be taken by the ship, post, or organization from which transferred, unless the transfer is made before breakfast. No credit will be taken for fractional parts of rations on account of men transferred or joining.

(5) In computing the number of days patients are subsisted in hospital, the day of admission shall be disregarded and the day of discharge shall be included.

## 14–7

(1) **Subsistence for other branches except Navy and Coast Guard.**—At stations where enlisted men of other branches of the service are subsisted by the Marine Corps upon competent authority, the cost of such rations furnished will be the unit ration value in effect on the day such rations are furnished. When rations are furnished enlisted men of the Army or Civilian Conservation Corps, a statement will be prepared on Form NMC–738 and rendered in septuplicate, showing the number of rations furnished and the cost, and will be forwarded to the Quartermaster in order that steps may be taken to have the Marine Corps reimbursed in the amount involved. Where rations are furnished a body of men in charge of a commissioned officer, noncommissioned officer or private of the United States Army, a certificate should be typed on the face of Form NMC–738 as follows (for example):

[C. M. C. M. 3.]

I certify that 3,000 rations were furnished enlisted men under my command by the Marine Corps during the period 1 through 31 December 1941.

[s] JOHN DOE,
*Captain Commanding,*
*Company "B", 18th Infantry, U. S. Army.*

When rations are furnished enlisted men of the Army or Civilian Conservation Corps who are not in charge of a commissioned officer of the Army, the certificate on Form NMC–738 will be signed by the noncommissioned officer or private in charge and countersigned by a commissioned officer of the Marine Corps. [C. M. C. M. 3.]

(2) On expeditionary duty junior quartermasters of the same unit will forward this statement to the senior quartermaster, who will render a complete statement, in septuplicate, as prescribed in the preceding paragraph, to the Quartermaster. [C. M. C. M. 3.]

(3) Where enlisted men of the Marine Corps attached to naval vessels, or to organizations subsisted by the Navy, are temporarily subsisted by the Marine Corps (as in the case of a ship's marine detachment sent ashore for target practice), a list of the men so subsisted, showing the period each was subsisted and the number and cost of rations furnished, will be attached to the return of subsistence for the month during which the rations shown thereon were furnished. The list must bear a certificate of the supply officer of the ship, or organization to which the men belong, stating that credit for rations for them for the periods shown thereon has not been claimed by him. Rations so furnished will be shown on the monthly ration memorandum under a separate heading.

(4) When subsistence stores are transferred to other branches of the service the same procedure should be followed as is required by article 17–95.

## 14–8

**On Army transport.**—A detachment of marines traveling on duty under orders on a vessel of the United States Army Transport Service will be quartered and subsisted in the same manner as troops of the Army traveling thereon. The commanding officer of the detachment will certify to the proper transport officer the total number of rations drawn. Settlement for this subsistence will be made by check with the Army submitting proper bills, using the usual voucher form, upon which should be stated the number of men transported, the number of rations furnished, showing first and last meal, with dates, character, and unit price of rations, a copy of the order for each man transported, with reasons for such travel, and a receipt from the officer or other person in charge of the detachment that the travel actually has been performed as stated.

## 14–9

**Discharged men returning to the United States.**—An enlisted man of the Marine Corps discharged while serving at a station outside of the continental limits of the United States, who is furnished transportation to the United States on a Government vessel, will be allowed subsistence while on board. Payment for such subsistence will be effected in the same manner as in the case of enlisted men traveling on duty aboard a Government vessel.

## 14–10

(1) **On expeditionary service, when field hospitals are established** under a Marine Corps command, men attached thereto and patients shall be subsisted in the following manner:

(2) The field hospital will be given credit of one ration per day for each patient subsisted, officers as well as enlisted men, at the current value of the Marine Corps ration. If, at the end of the month, it is found that the subsistence stores drawn from the Marine Corps by the hospital mess are in excess of the above-mentioned credit, such excess will be covered by an invoice on which the Marine Corps will obtain reimbursement by transfer of funds from the appropriation "Medical Department, Navy," to the appropriation "General Expenses, Marine Corps."

(3) Officers of the Marine Corps and the Navy who are patients in a field hospital shall be charged the actual cost of the patient's mess ration. Of this amount the cost of the Regular Marine Corps ration shall be turned over to the accountable officer concerned as payment for the ration credit given to the mess on his account, and the balance, if any, shall be turned over to the disbursing officer concerned, who will take it up on his account current as a credit to the appropriation "Medical Department, Navy."

(4) Enlisted men of the Navy attached to a field hospital shall be rationed in the regular mess, and reimbursement at the value of the ration computed or fixed shall be effected by a transfer of funds, using NMC 738.

### 14-11

(1) **When serving with Army.**—Rations will be furnished by the Quartermaster Corps of the Army to officers and enlisted men of the Marine Corps when acting or proceeding to act in cooperation with the land forces of the United States, in conformity with the requirements of section 1143 of the Revised Statutes. (10 U. S. C. 75.)

(2) Rations constitute an element of subsistence supplies, payment for which must be made in cash. Payment by check constitutes a cash payment as contemplated by the law.

## PROCUREMENT, METHOD OF SUPPLY, AND INSPECTION

### 14-21

**From depots.**—Depot quartermasters will furnish on the first of each quarter to all posts supplied by them a list showing the articles of provisions carried in stock. Requisition for subsistence stores carried in stock by depots, duly approved by the commanding officers, will be submitted to the nearest depot of supplies.

### 14-22

**On monthly contract.**—Monthly proposals will be issued by post quartermasters in the United States for fresh provisions, and for such items of dry provisions not obtainable from depots as may advantageously be purchased on monthly contracts.

### 14–23

(1) **On open-purchase requisition.**—Post quartermasters are authorized to purchase competitively in the open market, as required, on open-purchase requisitions, approved by commanding officers, any articles of subsistence stores required for issue to messes that cannot be obtained from depots, including fresh provisions of which only occasional issues are made. Fresh vegetables and fruits will only be procured when in season, and they shall be considered in season if the officer ordering can certify, in case of question, that at the time the order was placed they were on general sale in the local market by ordinary dealers in these commodities. The certificate of the officer concerned must give a list of the names, addresses, and prices of such ordinary dealers.

(2) Whenever necessary, post quartermasters will prepare open-purchase requisitions, NMC 461, in triplicate, and submit the same to commanding officers for approval, who will return them to post quartermasters after approval or disapproval. These requisitions will be numbered consecutively for each fiscal year, commencing with No. 1, with the name of the station preceding the number, e. g., Quantico, No. 1. The original and duplicate of the requisition will be filed with the first voucher in the case, and the triplicate retained in the files as a permanent record at the post. Public vouchers covering such purchases will be handled in the same manner as other public vouchers at the post.

### 14–24

**Awards of contracts** for provisions will be made by individual items to the lowest responsible bidder on each item. (34 U. S. C. 575.)

### 14–25

**Competition** shall invariably be had in making open purchases, formal bids being invited from at least three regular dealers, except where such is positively impossible; and all bids received, together with a record of proposals issued but not returned, shall be filed for future reference.

### 14–26

**Proposals** should embody specifications as to quality as closely resembling Federal standard specifications as market conditions render practicable, or so phrased as to insure the procurement of articles of the best plain quality without controversy as to their suitability. Payments for net weights only should be specified. In case of meats, fish, fowl, etc., it will frequently be necessary to conform to local customs of cutting, cleaning, etc., but these points must be clearly laid down in order that controversy may not arise as to the weights claimed.

## 14–27

(1) **Weights** of containers shall be excluded and net quantities only are to be receipted for, irrespective of trade customs.

(2) The marked weights of fresh and frozen meats are usually excessive, owing to shrinkage or to nonconformity to the specified Marine Corps cut.

(3) Chickens and fowl, fresh, chilled, or frozen, are required by Federal Specifications Board Specification No. 267 to be delivered dressed, i. e., with feathers only removed. Purchases will be made on that basis and the contractor paid for the weight delivered.

(4) Fresh fish are required by specifications to be delivered with scales and tails off, and clean, i. e., all entrails removed, and only the resulting net weight allowed.

## 14–28

(1) **Specifications.**—Articles received on contracts should be required to conform to the latest issue of standard specifications as quoted or referred to in the contract. Copies of specifications are procurable from the Quartermaster, Washington, D. C. Specifications provide that all deliveries shall conform to the requirements of the National Food and Drugs Act of June 30, 1906, Title 21, U. S. C., as far as applicable, and to the laws of the State in which deliveries are made.

(2) A complete set of Federal specifications for subsistence stores will be kept up to date at all posts and stations.

(3) All contractors should be held to a rigid observance of the specifications of their contracts, and no deviations from the specifications should be tolerated unless absolutely necessary on account of lack of time or unforeseen conditions, and under no circumstances should contractors be permitted to substitute other kinds or cuts of meats or meat-food products or any other items of provisions than those specifically covered by the contract.

(4) In general messes where the ration strength and economic mess administration permit, type I or II, Federal specification, beef, should be purchased; however, the Quartermaster will give careful consideration to requests for the purchase of special cuts and kinds of meats and other classes of provisions not specifically covered by contract, if the desirability of such purchases be brought to his attention, and arrangements will be made to have such requirements met by special purchases or through additional contracts. Consequently substitutions of any nature on provision contracts on the ground of convenience are not at all necessary.

(5) **Fresh (and frozen) meats.**—The most careful study of meat specifications is essential for protection against inferior deliveries. All meat delivered under Marine Corps contracts is required to bear on it, or on the original packages containing it, the stamp or label

of the Department of Agriculture, that the meat has been "U. S. Inspected and Passed." The word "fresh," whenever occurring in Federal specifications for meats and meat-food products, shall be interpreted to include "chilled" fresh products which are not and have not been frozen.

(6) **Beef.**—The specifications for beef call for a grade of beef generally obtainable in all markets, and of a quality used largely in the shipping trade and by hotels and restaurants that cater to commercial rather than fashionable patrons. Bull and stag meat can be detected by its unusually dark color, unusual leanness, and on the fore quarter by the heaviness of the neck. Meat from females can be detected by parts of the udder remaining on the hind quarter and from the formation of the pelvic bone. In general, young cattle as required by the specifications can be distinguished by the bright red color of the backbone where it is split.

(7) **Veal.**—Prime condition of the calf is indicated by the kidney, which should be covered with clear white fat.

(8) **Hamburger, sausage, etc., and corned beef.**—Particular care should be exercised with these classes of meats that they bear certificates showing inspection by the Department of Agriculture, as so much opportunity exists for the introduction of adulterants and preservatives, and in view of the frequent practice of butchers to use for these items the remnants of carcasses as they collect. Meat and meat-food products to which substances have been added must bear labels plainly indicating the character and percentage of added substances. The purchase of beef, hamburger style, is not authorized. When beef in this style is desired issued to the general mess it will be prepared at the station concerned. It may be readily prepared from trimmings cut from bones, shanks, necks, etc., to which may be added, if needed, the cuts that are ordinarily boiled or stewed, as naval flanks, flanks, and briskets. Cuts are stated in order of their economy.

(9) **Retail meats.**—When bills are rendered for meats delivered by the cut a certificate must be furnished by the contractor to the effect that they were "U. S. Inspected and Passed" before being cut up.

(10) **Butter.**—(*a*) Tubs which have been passed by inspectors of the Department of Agriculture will be sealed at the top by official caution labels, at each end of which will be stamped the inspection mark, slightly overlapping the seal.

(*b*) The act prescribing the Navy ration includes a daily allowance of butter to each person. Substitutive articles are authorized for certain components of the ration, not, however, including butter. Accordingly no substitution can be made for this article. (Navy Department's letter, file 19398-34, dated Apr. 14, 1913, to Bu. S. & A.)

(11) **Eggs** delivered in the vicinity of New York must be accompanied, when required by the post quartermaster, by a certificate of inspection from the New York Mercantile Exchange that the eggs

delivered conform to the specifications. Eggs delivered in the vicinity of San Francisco, Calif., must be accompanied, when required by the purchasing officer, by a certificate of inspection from the San Francisco Wholesale Dairy Produce Exchange that the goods delivered conform to the specifications.

(12) **Milk.**—The contractor may be required to furnish a satisfactory certificate from a qualified veterinarian or from the board of health showing in specified terms that the herd from which the milk is obtained is free from all disease and has been specially examined for tuberculosis and found to be absolutely free from infection; also, that the conditions surrounding the herd are hygienic and the care and handling of the milk sanitary.

(13) **Oysters and clams.**—Post quartermasters must personally assure themselves that the conditions of the specifications have been strictly complied with.

## 14–29

(1) **Inspection of provisions.**—Being responsible for provisions, the post quartermaster should enforce, in his own department, such inspection routine as may be necessary. Mess officers are responsible for the quantity and quality of all provisions received by their messes, and shall, either in person or by their proper representative, inspect all provisions received. The greatest care and vigilance should be exercised by commanding officers, post quartermasters, and, in fact, all officers serving at posts who are in any way brought in contact with the ration, to see that not only do the articles of the ration as supplied by contractors conform in all respects as to quality with the requirements of the contract and specifications, but furthermore to note that the quantities actually received are in accordance with the amounts called for in the dealer's invoices, so that there may be no questions that both in quantity and quality the rations supplied enlisted men conform in every particular to the requirements of the contract. This is a question of the utmost importance, and the officers concerned are therefore enjoined to exercise the greatest vigilance in the matter.

(2) Nothing herein contained shall in any way relieve the post quartermaster or his subordinates of their responsibility in the premises.

(3) Under all ordinary circumstances the net weights or measurements marked on standard packages from supply depots may be accepted.

(4) Receipts for open-market purchases should be given only for net quantities, exclusive of containers. To avoid controversy over special deductions for trimmings of meat, fish, fowl, etc., it is essential that the manner of trimming, cleaning, etc., be clearly agreed upon at the time of purchase. (See art. 14–26.)

(5) Contract deliveries will be inspected as to quantity in accordance with the preceding paragraph.

## 14–30

(1) **Inspection of meat.**—All meat and meat-food products for the Marine Corps, in the United States, will be inspected either at place of preparation or place of delivery, or both, by inspectors of the Bureau of Animal Industry, Department of Agriculture, with such exceptions as may be authorized by the Quartermaster, Marine Corps.

(2) Proposals for meat and meat-food products will contain a clause requiring bidders to state the name and location of the plant from which the meat and meat-food products are to be furnished, and that no contracts will be entered into unless such products, other than smaller quantities provided for in paragraph 4, are to be prepared in an establishment regularly under the supervision of the inspectors of the Bureau of Animal Industry of the Department of Agriculture.

(3) To enable the inspectors of the Bureau of Animal Industry properly to inspect meat and meat-food products for compliance with Federal specifications, at the time of preparation, all information (such as copy of contract and specifications) must invariably be furnished to them at the establishment where such products are prepared.

(4) When the quantities involved are so small that the supplies will be furnished from a branch house or from other unofficial establishments (unofficial in this sense indicates plants where there are no regular Federal meat inspectors, although the products have been prepared under Federal inspection, and so marked), the inspection for compliance with Federal specifications will be made by the Bureau of Animal Industry inspectors at time of delivery at some designated place in the yard mutually agreeable to the inspector and the post quartermaster.

(5) Arrangements have been made with the Bureau of Animal Industry, when inspection is made at time of preparation, to have a special stamp, "U. S. M. C.," placed on all meat and meat-food products, and inspectors and Marine Corps officers assigned to duty at posts and stations are directed carefully to observe that meat and meat-food products are so marked on reinspection at time of delivery.

(6) Under the conditions of paragraph 4, and in emergencies, meat and meat-food products not bearing the special "U. S. M. C." stamp will be accepted. In emergency cases, report in detail will be forwarded immediately to the Quartermaster, Headquarters.

(7) Proposals and contracts must clearly and explicitly refer to the specifications under which each item is to be furnished. When the amount involved for any one post or depot warrants inspection at place of preparation, proposals and contracts must also contain a clause requiring the contractor to notify the inspectors of the Bureau of Animal Industry concerned that he is about to prepare such products for the Marine Corps and will afford every facility for the inspectors to determine whether same are in compliance with Federal specifications.

(8) Inspectors of the Bureau of Animal Industry are stationed in the following cities, where it will be possible for them to inspect or reinspect the meat and meat-food products at the time of delivery to the Marine Corps posts:

| | |
|---|---|
| Boston, Mass | 2001 Customhouse Building, Boston, Mass. |
| Hingham, Mass | |
| Bremerton, Wash | 557 Central Building, Seattle, Wash. |
| Charleston, S. C | Food Inspection Building, Navy Yard. |
| Dover, N. J | 1094 Broad Street, Newark, N. J. |
| Mare Island, Calif | 501 Customhouse Building, San Francisco, Calif. |
| New Orleans, La | 323 Post Office Building, New Orleans. |
| Pensacola, Fla | |
| Newport, R. I | 407 Federal Building, Providence, R. I. |
| Iona Island, N. Y | 303 U. S. Barge Office, New York, N. Y. |
| New York, N. Y | |
| Norfolk, Va | Post Office Box 465 (office 226 Water Street), Norfolk. |
| Philadelphia, Pa | 520 Walnut Street, Philadelphia, Pa. |
| Portsmouth, N. H | 2001 Customhouse Building, Boston, Mass. |
| San Diego, Calif | 219 Federal Building, San Diego. |
| Indianhead, Md | Bureau of Animal Industry, Department of Agriculture, Washington, D. C. |
| Quantico, Va | |
| Washington, D. C | |
| Annapolis, Md | 102 Customhouse Building, Baltimore, Md. |
| Parris Island, S. C.[1] | Federal Building, Augusta, Ga. |

[1] The inspector in charge of meat inspection at Augusta is also in charge at Atlanta and Savannah, Ga.

## 14–31

**Canned meats from depots.**—It will not be necessary to have canned meat and meat-food products received from Marine Corps depots inspected at posts and stations, as these articles have been inspected prior to delivery at the depot.

## 14–32

**Standard packages.**—Articles of the ration received in standard packages from supply depots or other accountable officers of the Marine Corps may, under all ordinary circumstances, be presumed to be in the same condition which warranted their original acceptance.

## 14–33

(1) **Open-market purchases** should be required to conform to the specifications under which purchased, i. e., to be of the best plain quality, or, if standard specifications exist, to conform to them or to such modification as market conditions render necessary at time of purchase.

(2) Whenever fresh provisions have to be obtained under contract or by open purchase, the post quartermaster himself, or a commissioned assistant who has been designated as commissary officer and specifically authorized, shall sign in advance an order for each delivery and keep a copy thereof in his office.

## 14–34

**Wholesale purchases of meats.**—Whenever practicable, meats shall be procured in sufficient quantity to enable purchase under the wholesale contract, but when this is impracticable by reason of small messes, lack of storage facilities, etc., proposals may be issued and contracts made for the purchase of fresh meat by the retail cut.

## 14–35

(1) Where beef, fresh, as described in existing Federal specifications, is not obtainable for issue or, because of lack of storage facilities or other reason, purchase of same is not practicable, and live cattle are purchased and kept on hand to supply fresh beef for troops, the following method will be used in determining the net weight and unit price of beef, issue, to be taken up on the subsistence return.

(2) Live cattle will be taken up on the return in the following manner:

| | |
|---|---|
| 5 steers, at $54 each | $270 |

and so shown on the public voucher covering purchase. When issued for slaughter such cattle will be expended by certificate and, after being slaughtered and the carcasses dressed to the condition required by existing Federal specifications and cut accompanying article 14–65, the resulting net weight of beef, fresh, will be taken up on the return as "Beef, fresh." The certificate should read as follows:

| | |
|---|---|
| 5 steers, at $54 each | $270 |

expended for slaughter and

| | |
|---|---|
| 3,375 pounds beef, fresh, issue, at $0.08 pound | $270 |

taken up for issue; the unit price of beef, fresh, issue, being determined by dividing the total cost of the live cattle plus the cost of slaughtering, if any, by the net weight of issue beef derived from the slaughter of the cattle.

(3) The unit price of beef, fresh, issue, covering all slaughtering during the month obtained, as shown above, will be determined on the last day of each month and will be used as the price of fresh beef for the following month. Live cattle remaining on hand at the end of the month will be carried over to the next month's return at the price per head for the last lot purchased.

(4) Purchase of live cattle, when necessary, will be made by a representative of the Quartermaster's Department, who will also arrange for the care and maintenance of the animals until they are converted into fresh beef.

## 14–36

**Purchases against contractor's account.**—Whenever, in accordance with the provisions of contracts, subsistence stores are purchased in the open market to be charged to the account of the contractor, the post quartermaster will promptly submit a detailed report of the case to the Quartermaster, a copy of which will be furnished the contractor.

## 14–37

**Legality of purchases.**—The purchase of certain items of provisions may not fall within the terms of the ration, and in case the post quartermaster has the slightest doubt as to the legality of such purchase the matter will be referred to the Quartermaster before purchase is consummated.

## 14–38

**Initial 30 days' provision supply for 1,000 men.**—The following will habitually constitute the first provision supply to be provided expeditionary forces per 1,000 men. If articles and quantities listed are deviated from, the issuing officer will enter appropriate notation on the face of the invoice in order to enable the receiving officer to take suitable action to establish ration value and maintain supply.

| Article | Unit | Quantity for 1,000 men for 30 days | Number of packages | Total gross weight (pounds) | Total cubic feet |
|---|---|---|---|---|---|
| Bread: [1] | | | | | |
| Biscuit, tinned | Pound | 3,000 | 60 cases | 4,320 | 204 |
| Flour, wheat, 50-pound tins | do | 17,350 | 347 cases | 22,208 | 416.4 |
| Flour, cornmeal, tinned | do | 660 | 11 cases | 792 | 24.2 |
| Total | | 21,010 | | | |
| Meats: [2] | | | | | |
| Bacon, tinned | Pound | 4,536 | 63 cases | 5,985 | 151.83 |
| Beef, chipped, tinned | do | 288 | 4 cases | 380 | 8.6 |
| Beef, corned, tinned [3] | do | 6,768 | 94 cases | 8,930 | 203.04 |
| Cod and haddock, tinned | do | 480 | 10 cases | 700 | 17.5 |
| Salmon, tinned | do | 3,024 | 63 cases | 4,410 | 94.5 |
| Sausage, Vienna, No. 2 tin | do | 1,152 | 24 cases | 1,560 | 42 |
| Total | | 16,248 | | | |
| Eggs: [4] Storage | Dozen | 300 | 10 crates | 560 | 23.5 |
| Vegetables: [5] | | | | | |
| Asparagus, tinned, No. 2½ tin | Pound | 697 | 15 cases | 930 | 21 |
| Beans, kidney, dry | do | 400 | 4 sacks | 408 | 9 |
| Beans, lima, dry | do | 500 | 5 sacks | 510 | 11.25 |
| Beans, navy, dry | do | 2,700 | 27 sacks | 2,754 | 60.75 |
| Beans, baked, tinned, No. 2 tin | do | 4,401 | 163 cases | 8,150 | 163 |
| Beans, string, tinned, No. 10 tin | do | 1,683 | 44 cases | 2,420 | 53.68 |
| Beets, tinned, No. 10 tin | do | 1,693 | 43 cases | 2,365 | 52.46 |
| Corn, tinned, No. 2 tin | do | 3,370 | 107 cases | 4,601 | 101.65 |
| Peas, tinned, No. 2 tin | do | 1,710 | 57 cases | 2,451 | 54.15 |
| Sauerkraut, tinned, No. 10 tin | do | 1,687 | 45 cases | 2,475 | 54.9 |
| Spinach, tinned, No. 10 tin | do | 3,346 | 85 cases | 4,675 | 103.7 |

[1] The proportion of biscuit and flour may be changed to meet conditions of service.

[2] The aggregate of meats is 68 percent of the total allowance. This is on the assumption that 32 percent will be procurable in fresh meats by local purchase. If conditions under which a force is to operate are known to be such that fresh meats cannot be obtained, the full allowance will be furnished in tinned meats.

[3] With few exceptions, weights, number of cases, and dimensions of canned foods are based on No 10. cans, 6 cans to a case. Twenty percent of the quantity of items indicated by the numeral 3 should be furnished in small-size containers, if obtainable, for use as emergency rations.

[4] This is on the assumption that 90 percent will be procurable by local purchase.

[5] The aggregate of vegetables is 161 percent of the total allowance. This is in order to make ample provision to cover the contingency of spoilage of potatoes and onions. In no case will fresh vegetables be supplied in excess of what can be consumed in 30 days.

| Article | Unit | Quantity for 1,000 men for 30 days | Number of packages | Total gross weight (pounds) | Total cubic feet |
|---|---|---|---|---|---|
| Vegetables—Continued. | | | | | |
| Tomatoes, tinned, No. 10 tin [3] | do | 6, 757 | 170 cases | 9, 350 | 207. 4 |
| Onions, fresh, in crates | do | 8, 250 | 55 crates | 9, 350 | 176 |
| Potatoes, fresh, in crates | do | 49, 530 | 381 crates | 57, 150 | 1, 333. 5 |
| Total | | 86, 724 | | | |
| Cereals and starch foods: | | | | | |
| Cornstarch | Pound | 320 | 8 cases | 496 | 15. 2 |
| Rice | do | 500 | 5 sacks | 510 | 10 |
| Hominy grits | do | 100 | 1 sack | 102 | 2 |
| Oats, rolled | do | 175 | 3 cases | 255 | 6 |
| Macaroni | do | 750 | 15 cases | 855 | 30 |
| Total | | 1, 845 | | | |
| Fruits: [6] | | | | | |
| Raisins, No. 10 can | Pound | 360 | 9 cases | 468 | 9 |
| Applesauce, No. 10 can | do | 783 | 19 cases | 1, 026 | 23. 75 |
| Jam, assorted, No. 10 can [3] | do | 2, 256 | 47 cases | 2, 632 | 57. 34 |
| Apples, canned, No. 10 can | do | 1, 872 | 52 cases | 2, 860 | 68. 12 |
| Apricots, No. 10 can | do | 974 | 23 cases | 1, 265 | 28. 06 |
| Peaches, No. 10 can [3] | do | 2, 835 | 70 cases | 3, 850 | 85. 4 |
| Pears, No. 10 can [3] | do | 940 | 23 cases | 1, 265 | 28. 06 |
| Pineapple, No. 2½ can | do | 1, 890 | 42 cases | 2, 604 | 67. 2 |
| Prunes, No. 10 can | do | 1, 897 | 44 cases | 2, 420 | 53. 68 |
| Total | | 13, 807 | | | |
| Beverages: | | | | | |
| Cocoa | do | 200 | 5 cases | 285 | 10 |
| Coffee | do | 3, 400 | 68 sacks | 3, 536 | 136 |
| Tea | do | 71 | 1 chest | 87 | 3. 75 |
| Total | | 3, 671 | | | |
| Milk | do | 7, 525 | 173 cases | 10, 899 | 231. 82 |
| Butter | do | 3, 040 | 38 cases | 4, 180 | 83. 6 |
| Cheese | do | 960 | 16 cases | 1, 264 | 30. 56 |
| Lard or lard substitute | do | 3, 008 | 47 cases | 3, 760 | 94 |
| Sugar, granulated | do | 9, 400 | 94 sacks | 9, 494 | 188 |
| Vinegar and sauces: | | | | | |
| Catsup, No. 10 can | Gallon | 146 | 33 cases | 1, 815 | 40. 26 |
| Oil, salad | do | 78 | 13 cases | 767 | 14. 3 |
| Sauce, Worcestershire | do | 15 | 3 kegs | 192 | 4. 26 |
| Vinegar | do | 128 | 8 kegs | 1, 200 | 19. 2 |
| Total | | 367 | | | |
| Baking powder | Pound | 150 | 5 cases | 190 | 5. 40 |
| Baking soda | do | 72 | 2 cases | 78 | 2 |
| Extract, lemon | do | 12 | do | 40 | 1. 5 |
| Extract, vanilla | do | 12 | do | 40 | 1. 5 |
| Mustard, dry | do | 48 | do | 78 | 2. 17 |
| Pepper, black | do | 48 | do | 78 | 2. 17 |
| Pepper, Cayenne | do | 24 | 1 case | 38 | 1. 58 |
| Pickles, cucumber | do | 480 | 5 kegs | 780 | 17. 92 |
| Salt | do | 1, 100 | 11 sacks | 1, 111 | 22. 99 |
| Sirup | Gallon | 133 | 28 cases | 1, 820 | 33. 6 |
| Spices, assorted | Pound | 25 | 1 case | 30 | 1. 09 |

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[3] With few exceptions, weights, number of cases, and dimensions of canned foods are based on No. 10 cans, 6 cans to a case. Twenty percent of the quantity of the items indicated by the numeral 3 should be furnished in small-size containers, if obtainable, for use as emergency rations.

[6] The aggregate of fruits is 85 percent of the total allowance. This is on the assumption that 15 percent will be procurable in fresh fruits by local purchase.

### RECORD OF ARTICLES RECEIVED, PREPARATION OF VOUCHERS, AND FORMS

### 14–51

**Record of articles received.**—An account with each dealer having contracts with the post or station or sales commissary for delivery of supplies will be kept on NMC 585. Delivery of articles contracted for will be abstracted from daily receiving reports and credited to the dealers at the end of the accounting period. Total deliveries as evidenced by this record will be the basis for preparation of vouchers (Standard Form 1034) in payment thereof.

### 14–52

(1) **Vouchers.**—Each month vouchers will be prepared in favor of the contractor in accordance with instructions contained in article 23–19 (3).

(2) The firm name of the payee on the monthly voucher and the signature to the certificate of correctness on the contractor's bill (or on the voucher form) should agree literally with the signature to the contract in each instance.

(3) **Forms.**—The following blank forms pertain to the return of subsistence stores:

| | |
|---|---|
| NMC 17. | Survey. |
| NMC 24. | Invoice and receipt. |
| NMC 563. | Certificate of issues and/or sales. |
| NMC 565. | Daily ration statement. |
| NMC 580. | Computation of unit ration value and financial statement of mess. |
| NMC 581. | Return of subsistence stores. |
| NMC 582. | Record of inventory. |
| NMC 583. | Abstract of averaged prices and adjustment due to price change. |
| NMC 584. | Financial status of mess. |
| NMC 585. | Record of articles received on contract or local purchase. |
| NMC 586. | Financial control record. |
| NMC 587. | Daily report of receipts. |
| NMC 591. | Daily record of credits. |
| NMC 738. | Reimbursement for rations furnished enlisted men, Army, Navy, and/or Coast Guard. |
| NMC 828. | Monthly ration memorandum. |
| NMC 828a. | Mess officer's report of paid supernumerary rations. |
| Standard Form 1034. | Public voucher. |
| Standard Form 1080. | Voucher for adjustments between appropriations and/or funds. |

### SALE OF PROVISIONS

### 14–61

(1) **To whom authorized to be made.**—At navy yards and stations where no Navy commisary store is operated, sales of provisions (including fresh bread) may be made by the accountable officer, when authorized by the commanding officer, to the following persons, on

their certificate that the articles they purchase are for their personal or family use, or for use of a mess, organization, or activity in their charge, all members of which are entitled to sales privileges under these regulations:

(*a*) Officers and enlisted men of the Army, Navy, Marine Corps, and Coast Guard, and officers of the Public Health Service, both active and retired.

(*b*) Widows of officers and enlisted men of the Navy, Marine Corps, and Coast Guard.

(*c*) Members of the Nurse Corps.

(*d*) Members of the Marine Corps Reserve and Naval Reserve on active duty.

(*e*) Members of the Fleet Marine Corps Reserve and the Fleet Reserve of the Navy on inactive duty who were transferred to the reserve after 16 or 20 years' service.

(*f*) Members of the immediate family of an officer or an enlisted man absent on duty or leave (i. e., wife, children, and parents and relatives who are actually members of his household), upon his written request and certificate.

(*g*) Honorably discharged officers and enlisted men of the Army, Navy, and Marine Corps who are being cared for and are receiving medical treatment from the Veterans' Administration while undergoing such care and treatment.

(*h*) Companies, detachments, and exchanges, upon the request and certificate of the officer in charge.

(*i*) Civilian officers and employees of the United States at naval stations beyond the continental limits of the United States or in Alaska (34 U. S. C. 533).

(2) Sales will be made by the accountable officer for cash paid at the time of sale, except that in the case of officers, companies, detachments, exchanges, enlisted men of the first pay grade (including chief petty officers of the Navy attached to a Marine Corps post or organization), and other enlisted men who have made special deposits for this purpose in accordance with article 22–23, charge sales may be permitted, to be paid for within 10 days from the end of the calendar month in which made, but such sales to enlisted men will be limited to two-thirds of their unobligated monthly pay.

(3) Where sales commissaries are not operated each activity making sales of provisions will issue sales slips, NMC 734 in all cases, numbering such slips serially and retaining copies thereof for a period of 3 months. Purchases of apparently excessive quantities of provisions will be reported by the accountable officer concerned to the commanding officer, who will cause them to be investigated to satisfy himself that only those entitled to the sale privilege are being supplied. Such sales will be limited to stock ordinarily carried for issue to enlisted

messes. Miscellaneous articles will not be procured exclusively for sales purposes without special authority of the Quartermaster, Headquarters, Washington, D. C.

(4) At navy yards and stations where a Navy commissary store is operated, but does not handle fresh bread, fresh, smoked, and salted meats, those components of the ration may be sold by the accountable officer as authorized in the two preceding paragraphs. Fresh meats will be sold by the accountable officer only to the extent and in such proportions of the various cuts as will not deprive enlisted men's masses of an equitable proportion of the choice cuts.

(5) Under no circumstances will subsistence stores that have been issued to an enlisted men's mess for consumption be sold to anyone.

### 14–62

**Sale by net weight, etc.**—Articles purchased by the Marine Corps by net weight will be sold at net weight at the time of sale. Where the weight of a wrapper or cover was included in the weight of an article at the time of purchase, it will be included in the weight when the article is sold. Except when specific authority is otherwise granted sales commissaries, articles in cartons, packets, or sealed cans will be sold as purchased. Stores longest on hand will, if in fit condition, be sold first.

### 14–63

**Resale of supplies.**—The commanding officer will regulate the sale and delivery of supplies. Selling or bartering of supplies purchased is forbidden, except by post exchanges.

### 14–64

(1) **Report of sales.**—An account will be kept with each patron. These accounts will be kept posted to date and show current balances. These records will be kept in duplicate, a copy to remain on file at all times in the office of the accountable officer; the originals, covering the total charges for the period against the patrons, will be turned over to the post quartermaster, who will make collections and report such on NMC 563 in the following manner:

-----------------------------
(Date)

I certify that I have this date forwarded to the Disbursing Officer, Headquarters, Washington, D. C., the sum of $17.21 (seventeen dollars and twenty-one cents), which represents collections from individuals to whom sales were made during the month of December 1939, with due observance of regulations and instructions relative to the sale of subsistence stores.

*Credit*

| | General expenses, Marine Corps | Miscellaneous receipts | Total |
|---|---|---|---|
| Commissary supplies | $8.63 | | $8.63 |
| 10 percent charge | | $0.86 | .86 |
| Supernumerary rations | 7.72 | | 7.72 |
| Garbage (contract No. and name of contractor) | | | |
| Empty containers (contract No. and name of contractor) | | | |
| Total | $16.35 | .86 | $17.21 |

Signed ______________________________

______________________________
(Rank)

(2) A record will be kept posted to date of the sum of all total balances of individual charge accounts and cash sales, which sum will represent the total amount due for stock sold for cash or on credit.

(3) The actual quantities of carcass (beef, sheep, veal, and pork) cut for sales purposes will be shown on a supporting certificate as outlined in Article 14-65 (4). The commanding officer will satisfy himself that the sales have been properly authorized and duly made and will so certify on NMC 563. When the proceeds of sales of provisions are remitted to the Disbursing Officer, Quartermaster's Department, Headquarters Marine Corps, Washington, D. C., this form will be prepared in quadruplicate, the original and one copy forwarded therewith. The other copies will be used by the officer making the sale, one accompanying his provision return, which should bear the autograph signature of the accountable officer, and the other being retained. This form should be prepared in quintuplicate when these funds are forwarded to any other disbursing officer, the original and two copies being forwarded therewith; the other two copies will be used by the officer making the sale, one of which, bearing the autographed signature of the accountable officer and accompanied by the acknowledgement of the receipt of the cash signed by the disbursing officer, will accompany his return. When the selling officer is also the disbursing officer, the form should be prepared in quadruplicate, the original to accompany his account current to the General Accounting Office, Audit Division, Washington, D. C., one copy to accompany the account current to the Quartermaster, one copy to accompany his provision return, and the remaining copy to be retained.

## 14-65

(1) **Sale of meats other than sales commissaries.**—In order to provide a uniform method of cutting meat for sale purposes, and the determining of prices to be used, the following tables showing the percentages of weight of the quarters, sides, and carcasses of certain cuts

of meat, together with the percentages of the cost price to be charged for such cuts, will be used. To the prices determined by this method will be added the overhead of 10 percent in arriving at the prices to be shown on the monthly price list.

(2) The base price to be used will be the unit contract price of the particular kind of meat sold.

(3) To determine the sales price of any cut the unit price should be multiplied by the percentage in the column "Percentage of issuing price." For example, with beef at the unit price of 12 cents per pound, porterhouse steak should be sold at 200 percent of 12 cents, or 24 cents per pound, plus 10 percent overhead. On the same basis, chuck roast would be sold at 115 percent, or 13.8 cents per pound, plus 10 percent overhead. No variation from prices established by this method will be permitted without specific authority of the Quartermaster, Headquarters, Marine Corps.

(4) Where the selling of meat involves cutting and subsequent sale under a different title and at a different price from that which the Government had paid for the whole piece, the actual quantities of meat cut for sales purposes and sold during the accounting period will be supported by a separate certificate setting forth in detail the quantities of each cut, together with the prices and extensions. The quantities, prices, and extensions shown on this certificate will be arrived at by a recapitulation of all the sales slips for the accounting period covering the sales of such cuts, and this fact will be certified to on the face of the form by the accountable officer. The difference between the total amount of individual sales and the actual cost of the corresponding item, plus 10 percent, will be taken up as "Gain on meat sales." Where trimmings, i. e., tallow and bones, are sold, the proceeds thereof will be shown on NMC 563 as a separate entry, and the total "Gain on meat sales" reduced accordingly. The following example will serve to show the manner in which it is desired to make up the certificate in question:

Station________________________________________________________

Date___________________________________________________________

*Certificate supporting meat cut and sold during the month of ________________ under different title and at different price from that under which Government purchase was made.*

| | | |
|---|---|---|
| 1,500 lbs. beef, fresh, hinds @ .20 | $300.00 | |
| | plus 10% | $330.00 |
| | Includes 10% | |
| Actually cut and sold as— | | |
| 126 lbs. Hind shanks @ .07 | 8.82 | |
| 156 lbs. Rump @ .15 | 23.40 | |
| 413 lbs. Round @ .24 | 99.12 | |
| 285 lbs. Sirloin @ .29 | 82.65 | |
| 264 lbs. Porterhouse @ .44 | 116.16 | |
| 106 lbs. Flank @ .18 | 19.08 | |
| 150 lbs. Trimmings @ .02 | 3.00 | |
| 1,500 | $352.23 | $352.23 |
| Gain on beef | | $22.23 |

All meat cut and sold should be shown as above on the same certificate. At the bottom of this certificate will be shown the following: "I certify that the quantities of all meat cuts shown above were arrived at by an actual recapitulation of all individual sales made during the accounting period," signed by the accountable officer.

(5) It will be noted that the percentage tables covering cutting of hind and fore quarters of beef permit a wastage of 10 percent. This

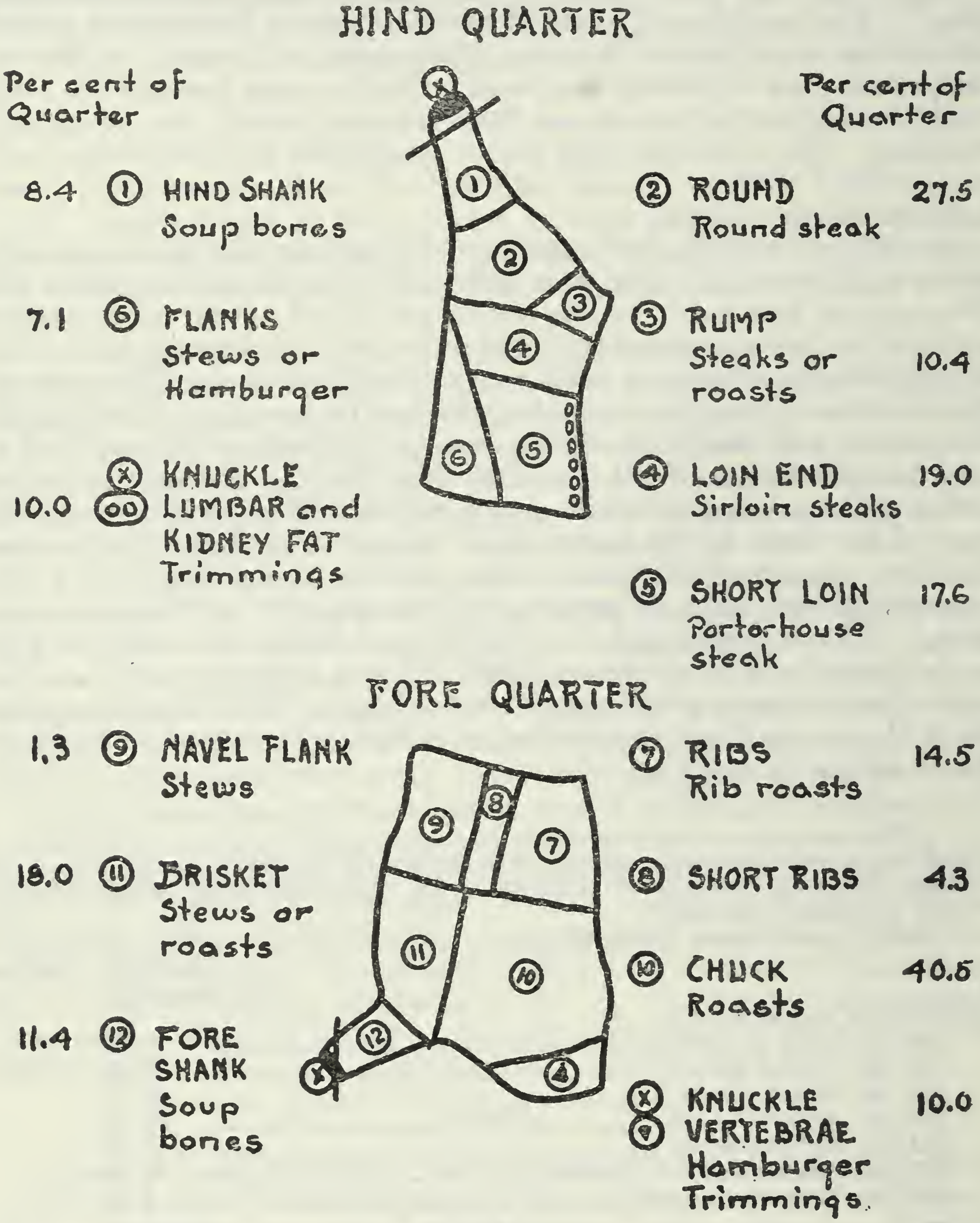

HIND QUARTER
Per cent of Quarter
Per cent of Quarter
8.4 ① HIND SHANK Soup bones
② ROUND Round steak 27.5
7.1 ⑥ FLANKS Stews or Hamburger
③ RUMP Steaks or roasts 10.4
ⓧ KNUCKLE
10.0 ⓞⓞ LUMBAR and KIDNEY FAT Trimmings
④ LOIN END Sirloin steaks 19.0
⑤ SHORT LOIN Porterhouse steak 17.6
①
②
③
④
⑤
⑥
FORE QUARTER
1.3 ⑨ NAVEL FLANK Stews
⑦ RIBS Rib roasts 14.5
18.0 ⑪ BRISKET Stews or roasts
⑧ SHORT RIBS 4.3
⑩ CHUCK Roasts 40.5
11.4 ⑫ FORE SHANK Soup bones
ⓧ KNUCKLE
VERTEBRAE Hamburger Trimmings 10.0
⑦
⑧
⑨
⑩
⑪
⑫

FIGURE 1.

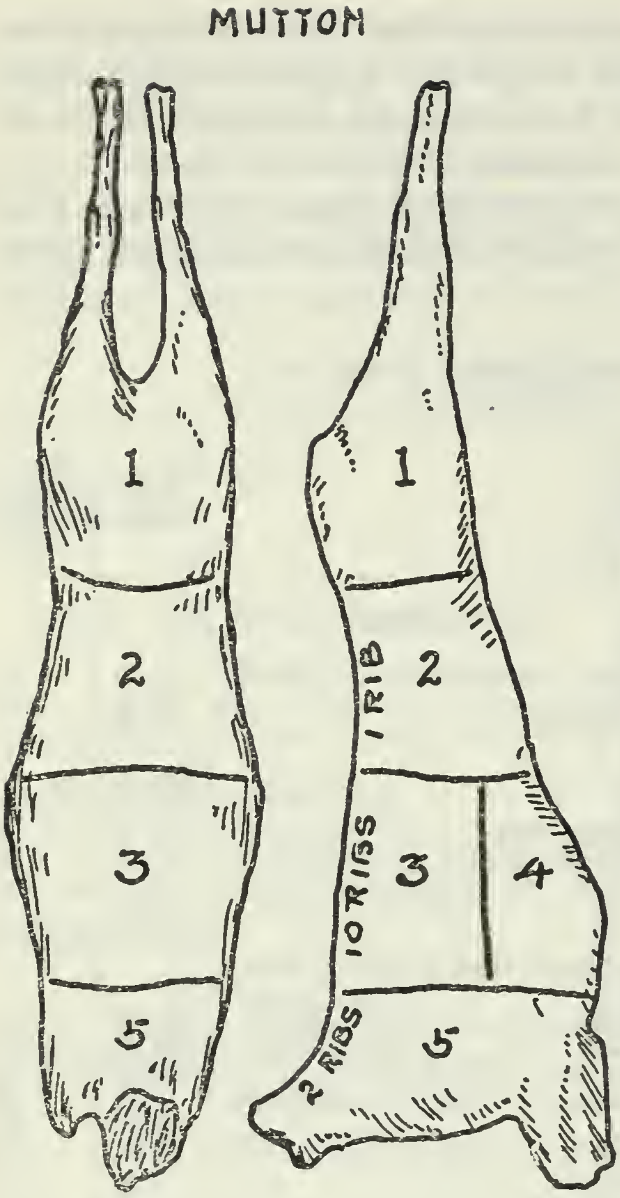
figure represents bone, fat, suet, and trimmings that in most instances are salable. Every effort will be made to secure proper cash return for this item and when sold, it should be listed on the certificate as "trimmings," giving weight and total amount realized by sale.

(6) Meat products such as fresh ham, smoked ham, sausage, etc., which produce no waste or trimmings, will be sold at the contract price plus the overhead of 10 percent.

*Table showing cuts, percentage of issue price, etc.*

| | Percent | Percentage of issue price |
|---|---|---|
| BEEF HINDQUARTERS IN SMALL CUTS | | |
| Hind shanks | 8.4 | 30 |
| Rump | 10.4 | 70 |
| Round | 27.5 | 110 |
| Sirloin steak | 19.0 | 130 |
| Porterhouse steak | 17.6 | 200 |
| Flanks | 7.1 | 80 |
| Trimmings | 10.0 | -------- |
| | 100.0 | -------- |
| BEEF FOREQUARTERS IN SMALL CUTS | | |
| Short ribs | 4.3 | 80 |
| Navel flanks | 1.3 | 60 |
| Rib roasts | 14.5 | 200 |
| Chuck roasts | 40.5 | 115 |
| Briskets | 18.0 | 90 |
| Shanks | 11.4 | 40 |
| Trimmings | 10.0 | -------- |
| | 100.0 | -------- |
| Hindquarters | 48.43 | 10 |
| Forequarters | 51.57 | 10 |
| | 100.00 | -------- |
| CARCASS SHEEP IN SMALL CUTS | | |
| Legs | 23.73 | 100 |
| Loin chops | 20.34 | 130 |
| Flanks | 3.39 | 50 |
| French chops | 20.34 | 155 |
| Stew | 30.50 | 60 |
| Shrinkage | 1.70 | -------- |
| | 100.00 | -------- |
| HINDS, SHEEP | | |
| Legs | 49.13 | 100 |
| Loin chops | 42.11 | 130 |
| Flanks | 7.01 | 50 |
| Shrinkage | 1.75 | -------- |
| | 100.00 | -------- |

| | Percent | Percentage of issue price |
|---|---|---|
| FORES, SHEEP | | |
| French chops | 39.34 | 155 |
| Stew | 59.01 | 60 |
| Shrinkage | 1.65 | -------- |
| | 100.00 | -------- |
| Forequarters | 51.69 | 90 |
| Hindquarters | 48.31 | 110 |
| | 100.00 | -------- |
| CARCASS VEAL IN SMALL CUTS | | |
| Breast | 14.41 | 90 |
| Chops | 18.01 | 135 |
| Chucks | 17.12 | 70 |
| Shanks | 5.42 | 50 |
| Legs | 21.61 | 135 |
| Loins | 14.41 | 110 |
| Flanks | 3.61 | 70 |
| Shanks | 3.60 | 50 |
| Shrinkage | 1.81 | -------- |
| | 100.00 | -------- |
| FORES, VEAL | | |
| Breast | 25.82 | 90 |
| Chops | 32.26 | 135 |
| Chucks | 30.67 | 70 |
| Shanks | 9.67 | 50 |
| Shrinkage | 1.58 | -------- |
| | 100.00 | -------- |
| HINDS, VEAL | | |
| Legs | 48.98 | 135 |
| Loins | 32.66 | 110 |
| Flanks | 8.16 | 70 |
| Shanks | 8.16 | 50 |
| Shrinkage | 2.04 | -------- |
| | 100.00 | -------- |
| Forequarters | 55.85 | 90 |
| Hindquarters | 44.15 | 110 |
| | 100.00 | -------- |



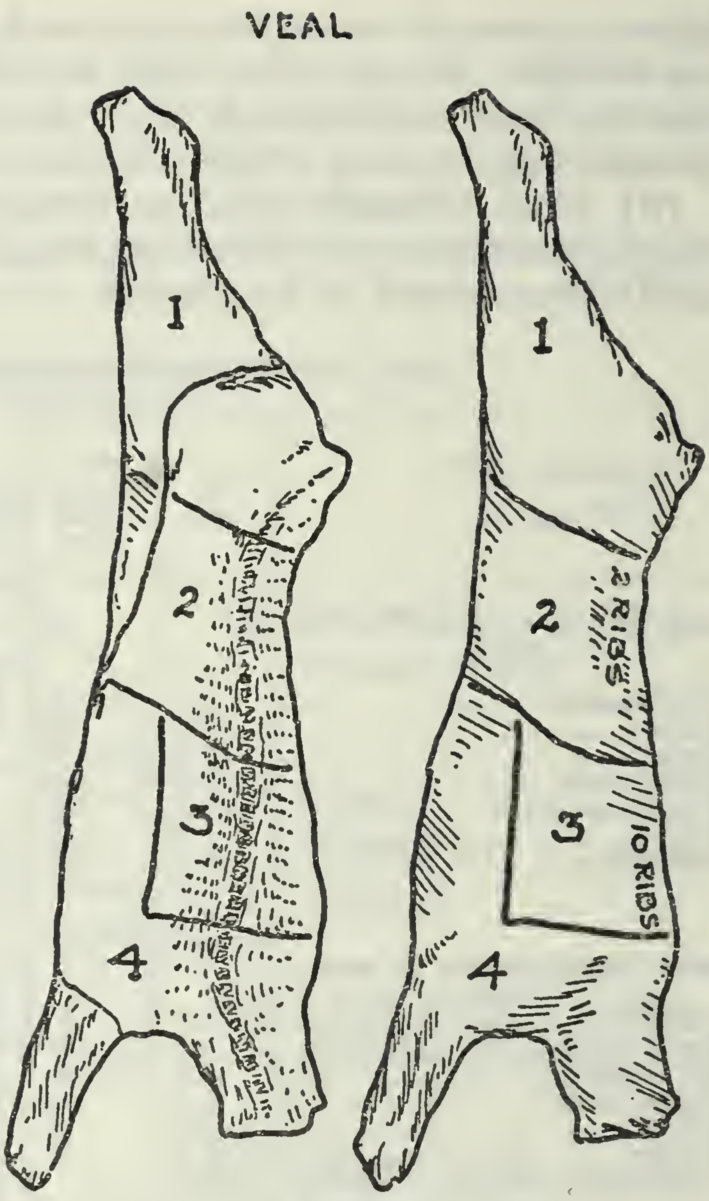


FIGURE 2.—Cuts of mutton and lamb: 1, 2, saddle; 3, 4, 5, rack; 1, 2, 3, long saddle; 2, 3, 4, 5, body; 1 leg; 2, loin; 3, short rack; 2, 3, back; 4, breast; 5, chuck; 4, 5, stew.

FIGURE 3.—Cuts of veal: 1, 2, saddle (or 2 hindquarters); 3, 4, rack (or 2 forequarters); 1, leg; 2, loin; 3, ribs; 4, stew.

## 14-66

**Sale of empty food containers.**—Proceeds from sales of empty food containers will be deposited in the Treasury as "Miscellaneous receipts," except in cases where such containers are returned in accordance with the terms of a contract, when the refund will be deposited to the credit of the appropriation which stands charged with their cost. Such sales will be reported as a separate entry on NMC 563. (See Comp. Dec., Feb. 1, 1913.)

## 14-67

**Sale of garbage, etc.**—When garbage, tallow, and bones have been disposed of to the highest bidder on sealed proposals, a letter of award and statement and certificate of award, Standard Form 1036, will be prepared and forwarded, together with all proposals, attached to NMC 563, to the disbursing officer receiving the remittance.

## 14–68

A copy of contract or letter of award for disposal by sale of garbage, tallow, bones, empty food containers, etc., should be attached to the first sales voucher submitted with subsistence return or account, covering the period affected by the contract.

### SALES COMMISSARIES

## 14–70

(1) The mission of the sales commissary is to provide a convenient means for the procurement of food of the best quality for sale to members of the command at the lowest possible prices.

(2) The commissary officer will be accountable for all merchandise, and shall, under direction of the commanding officer, have charge of all matters connected with the operation of the sales commissary.

(3) Sales of stock will be made at cost price plus 10 percent except as hereinafter provided. Transfers of stock will be made at cost price. Invoices and receipts (NMC 24) for stock transferred or received will be extended in money value. (See 14–86 (2)).

## 14–71

(1) **Price list.**—Price lists will be prepared monthly by the commissary officer and submitted to the commanding officer for approval. Sales prices, computed to not more than two decimal places, will be determined as set forth in article 14–70 (3). After 10 percent has been added to the cost prices, 5 or more mills in the result will be considered as 1 cent. Less than 5 mills will be disregarded. Upon approval, these prices will govern all sales during the month and/or until the cost price of new lots placed on sale necessitate a change. This will frequently be necessary in the case of meats and similar items purchased on a monthly contract basis where the previous month's supply is sold at its established price until exhausted.

(2) **Exceptions.**—

*Meats.*—Meat cuts will be sold at prices determined by cutting tests, cost prices, and the necessity of moving slow-selling items in order to avoid loss. To these prices will be added 10 percent.

*Fruits and vegetables.*—When necessary to avoid excessive surveys a mark-up will be made. The amount of this mark-up will be left to the judgment of the commissary officer.

*Coffee.*—Two percent will be added to the cost price of issue coffee ground for sale, prior to the addition of the 10 percent, to account for the loss in grinding and bagging.

*Bakery.*—The bakery shall keep an accurate cost record of all products manufactured for sale and shall furnish the commissary officer with an abstract showing the quantity of ingredients used, unit prices, and extended value, from which sales prices will be determined.

## 14–72

(1) The commissary officer will have custody of one set of keys to locks of all storerooms and salesrooms containing articles for which he is accountable. All other stores and salesroom keys shall be turned in for safekeeping at the close of each day's business to such place as is designated by the commanding officer.

(2) The commissary officer shall sign correspondence, orders for procurement of stores, returns, and reports pertaining to the sales commissary account. When authorized to make contracts and purchases, he will prepare all papers in connection therewith.

(3) No limit is placed on the amount of stock to be carried in the sales commissary. The total value of the stock maintained will be the minimum consistent with good business administration. Variety of stock will be limited to that necessary, in the judgment of the commissary officer, to meet reasonable demands of customers.

(4) Requisitions for supplies will be submitted for approval to the Quartermaster via the commanding officer. Proprietary brands will be specified only when no other brands are acceptable.

(5) In case of relief, the relieving officer will receipt for all stock on hand and all records of outstanding and unpaid accounts. Records shall include the names and amounts of all unpaid accounts and the period covered by each. Retained sales slips and store-control machine records will support the above.

## 14–73

Articles of stock considered unfit shall be disposed of in accordance with article 14–89.

## 14–74

Each patron of the commissary will be required to have a commissary permit bearing a permit number.

## 14–75

(1) The following permanent records will be kept by the commissary officer:

(2) **Inventory.**—(*a*) A complete inventory (NMC 582) of all sales commissary stock taken at the end of the month and/or upon detachment or relief of the commissary officer. Inventories will be taken personally by the commissary officer.

(*b*) Inventories of stock on hand will be computed at cost price. The cost price will be the unit price appearing on the invoices or vouchers covering receipts. In case two or more lots of the same identical description, but different unit price, are on hand at the end of the month, these articles will be shown separately on the inventory at the unit prices at which they were received. The oldest lot should be sold or disposed of first.

(*c*) The inventory form will have the following columnar headings: Quantity, Net contents, Articles, Cost price, Value, Voucher number. Articles will be entered in alphabetical order. The column "Value" on each page of the form will be totaled and carried forward to the succeeding pages until a final total is obtained. Each department, "Groceries," "Meats," "Vegetables," and "Bakery," will be inventoried and shown separately. A consolidated total of all departments will be made and this total supported by the following certificate:

> I certify that I personally inventoried the subsistence stores on hand at the sales commissary, this post, this date, and found the quantities shown as on hand to be correct.
>
> Signature______________________
> Rank______________________________

(3) **Financial control record.**—(*a*) A financial control record (NMC 586) supported by daily reports of receipts in each department (NMC 587), and a daily record of credits (NMC 591) as evidenced by the sales recorded on the store-control machines, invoices, and other credit entries as necessary.

(*b*) NMC 586 contains the commissary control account proper and subordinate accounts (groceries, meats, vegetables, and bakery). On this form will be kept a record in money value of all movement of stock occurring during the day which the form covers. Balances from the previous day's business will be brought forward. Debits for the day will be posted to the control account and also in the debit column of the subordinate account affected. Entries covering the total money value of groceries, meats, vegetables, and bakery supplies received will be taken from daily reports (NMC 587) made by the receiving activity.

(*c*) Credits, including sales, will be similarly posted to the commissary control account and subordinate accounts. Exchange of stock between subordinate accounts will affect only the subordinate accounts involved by posting proper debits and credits in the daily financial control record. In the case of meats purchased by the carcass or the piece and sold by the cut the meat department will be debited on NMC 586 with the cost of the meat upon delivery and credited with the total daily sales of all cuts. Tallow and bones will be taken up as a debit by certificate on NMC 586 showing the quantity, contract price, and value of each. Proceeds of sale will be reported on NMC 563 as separate entries and will be entered as a credit on NMC 586. At the end of the accounting period an inventory (NMC 582) will be made of each department and the money value thereof will be computed at cost price and posted to the credit of the department concerned on the financial control record (NMC 586). Each department's activities will then be balanced. Differences between debits and credits will represent the charge of 10 percent and the gain or loss involved. The 10 percent will be entered as a debit and the gain or loss entered as a debit or credit as the case may be.

(*d*) NMC 587.—This form will be kept to record daily receipts of each department. It will list the name of the contractor or the department involved in the transaction, the article, quantity, unit price, and extended money value.

(4) **Ledger account.**—(See art. 14–51).

(5) **Commissary record of charge accounts.**—(*a*) A record consisting of the names of all persons having charge accounts with the sales commissary, their addresses and permit numbers. An account will be kept with each patron. These accounts will be kept posted to date and show the current balances except that ice purchased during the period will be shown as one sum and as a separate item. These records will be kept in duplicate, a copy to remain on file at all times in the sales commissary and the originals covering total charges for the period against patrons turned over to the post quartermaster who will receipt for them on NMC 563. Collections will be made by the disbursing officer who will certify on NMC 563 that the funds received have been deposited in his account current. A record will be kept posted to date of the sum of all total balances of individual charge accounts which sum will represent the total amount due the sales commissary for stock sold.

(6) **Stock record.**—A record kept on property account sheets (NMC 748) of the quantity and cost prices of stock received. At the end of the accounting period the inventory (count) will be entered as a balance.

(7) **Voucher register.**—A record in chronological order showing total amounts of all receipt and expenditure vouchers accomplished that pertain to the sales commissary. This record will be compared and reconciled at the end of the accounting period with the sales commissary return and financial control record. Vouchers will be numbered at the time they are entered in the register. They will be numbered in a single series beginning with "1" for each month and filed with the accounts of the month to which they pertain. The voucher number and the month to which it pertains will appear on the lower right-hand corner of the first page of the voucher, i. e., "1 Oct." The inventory taken on the last day of the accounting period will be the last voucher of the account, given a voucher number and the total amount thereof entered as a credit. It also becomes the first entry of the register for the succeeding accounting period and is entered as a debit.

(8) **Store control machine records.**—(*a*) Sales to patrons of the sales commissary will be recorded on the store-control machine. This machine furnishes two records of sales. One, recorded in duplicate, shows the permit number, classification by symbol, value of each item listed and total. The original of this record is given to the patron.

The duplicate remains in the machine, is removed at the close of business, and forms a permanent record of the day's sales. The second record is a receipt for the purchase, signed by the patron, showing permit number and total of the purchase. This record is retained and posted against the patron's charge account.

(*b*) At the close of each day's business, accumulated totals taken from the machine records will be posted to the daily financial-control record (NMC-586). The grand total will be compared and reconciled with the total amount posted to charge accounts daily.

(*c*) Where store-control machines are not provided, sales slips (NMC-734) will be used, numbering such slips serially. The duplicate will be given to the patron; the original will be used for posting the patron's account. At the close of each day's business totals of the sales slips used will be abstracted, taken from the triplicate copies retained in the sales books, and will be posted to the daily financial-control record (NMC-586) as outlined in subparagraph (*b*).

(9) **Sales commissary return (NMC-581).**—(*a*) A return consisting of a debit and credit account. It will be prepared and forwarded to the Quartermaster at the end of each accounting period. All entries will be supported by vouchers. Vouchers supporting the sales commissary return will be forwarded with the return. Vouchers will bear the same numbers given them in the voucher register. Debit and credit entries will be entered as follows:

### DEBIT ENTRIES

1. Total money value of the inventory taken at the close of the preceding accounting period will be the first debit entry in the current return.
2. The money value of all stock and merchandise received, supported by vouchers.

### CREDIT ENTRIES

3. Money value of all stock and merchandise transferred, supported by vouchers.
4. Money value of all surveys, supported by vouchers.
5. Returned stock previously debited, supported by certificate.
6. Value of merchandise, including ice, sold during the current accounting period, supported by certificate.
7. Value of inventory taken on the last day of the current accounting period.
8. At the end of the accounting period, when all vouchers have been entered on the sales-commissary return, the debit and credit columns will be totaled and their difference determined. This difference will represent the charge of 10 percent and such gains or losses as have occurred. The charge of 10 percent will be entered as a debit, and gains or losses entered as a debit or credit as the case may be.

(*b*) CERTIFICATION.—A certificate shall be appended to the return as follows:

I certify that this return is correct. Date of mailing to the Quartermaster, Headquarters, United States Marine Corps, Washington, D. C., ______________, 19__.

____________________________

____________________ U. S. M. C.

### 14-76

**Analysis of commissary departments.**—The sales commissary return will be accompanied by an analysis of the various departments of the sales commissary, listing each separately. Under each will be shown its financial standing taken from the financial-control record and that part of the total debit and credit of the sales commissary account belonging to each department with a summary of its loss and gain.

## ACCOUNTABILITY FOR SUBSISTENCE STORES

### 14-81

(1) An officer of the Quartermaster Department or an officer or noncommissioned officer on duty as a Quartermaster representative will have charge of and be accountable for all subsistence stores.

(2) When an officer is appointed especially for this duty, under the direct supervision of a post quartermaster, he shall thereafter be known as the commissary officer.

(3) **Commissary not to be mess officer.**—Under no circumstances will the officer accountable for subsistence stores, or noncommissioned officer under him in charge of such stores, be in charge of any enlisted men's mess, except at posts where there is only one officer on duty and in cases of detachments in charge of noncommissioned officers.

### 14-82

(1) **Accounting.**—All subsistence stores (sales and issues) will be accounted for in money value on NMC-581.

(2) The basic principle governing accounting for subsistence supplies in terms of money value requires that debits and credits be entered on NMC-581 at cost prices.

(3) Omitted. [C. M. C. M. 3.]

(4) Omitted. [C. M. C. M. 3.]

(5) When chickens and other fowl are purchased dressed in accordance with Federal specifications, the post quartermaster will be allowed to expend by certificate and drop from the return of subsistence stores a quantity representing 20 percent of the gross weight of the actual issues, using the certificate as a voucher supporting the expenditure. The gross weight of the actual issues must be shown on the certificate.

## 14–83

*Maximum safekeeping period*

| Article | Quantity | Period | Remarks |
|---|---|---|---|
| Apple sauce, canned | Pound | 1 year | |
| Apricots, canned | do | do | |
| Asparagus, canned | do | do | |
| Bacon, canned | do | do | Reduce this period if possible. |
| Baking powder | do | 9 months | |
| Baking soda | do | 1 year | |
| Barley, pearl | do | do | Keep dry and cool, otherwise they will become musty, moldy, or weevily. |
| Beans: | | | |
| Kidney, red | do | do | |
| Lima, dried | do | do | |
| Navy, white | do | do | |
| String, canned | do | do | |
| Beef: | | | |
| Dried, sliced, canned | do | do | Reduce this period if possible. |
| Corned, canned | do | do | |
| Beets, canned | do | do | |
| Biscuits, canned | do | 8 months | Keep dry and cool. |
| Butter, canned and cube or tube, cold storage of same. | do | 1 year | Keep under refrigeration. |
| Catsup, canned | Gallon | do | |
| Cheese, canned | Pound | do | Reduce this period if possible. |
| Citron | do | do | Keep in cool place. |
| Cocoa | do | do | |
| Coconut, shredded | do | 8 months | Keep dry and cool; look out for weevils. |
| Codfish and haddock, canned | do | 1 year | Reduce this period if possible. |
| Coffee, green | do | do | |
| Corn meal | do | 5 months | Keep dry and cool. |
| Cornstarch | do | 1 year | |
| Corn, canned | do | do | |
| Figs, canned | do | do | |
| Flavor, nonalcoholic: | | | |
| Lemon | Quart | 6 months | |
| Vanilla | do | do | |
| Flour, buckwheat | Pound | 5 months | Do. |
| Flour, Graham (wheat meal) | do | do | Do. |
| Flour, wheat | do | 9 months | Keep cool, dry, and well ventilated; reduce period if possible. |
| Hams, sweet pickled, smoked | do | 6 months | Delicate; keep stock to the minimum. |
| Hominy grits | do | 8 months | |
| Hops | do | 1 year | |
| Jams, assorted, canned | do | do | |
| Vegetable shortening | do | do | |
| Macaroni (spaghetti) | do | do | Perishable; reduce period if possible. |
| Milk, evaporated | do | do | Turn cases monthly; shake cans before opening. |
| Mincemeat | do | 5 months | Must be kept cool; refrigerate if possible. |
| Mustard, ground | do | 1 year | |
| Nuts, mixed | do | 6 months | |
| Peaches, canned | do | 1 year | |
| Pears, canned | do | do | |
| Peas, canned | do | do | |
| Peppers: | | | |
| Black | do | do | |
| Cayenne | do | do | |
| Pickles | do | do | Reduce to 8 months wherever possible. |
| Pineapple, canned | do | do | |
| Prunes, canned | do | do | |
| Pumpkin, canned | do | do | |
| Raisins, canned | do | do | |
| Rice | do | do | Keep dry and cool; otherwise it will become musty, or moldy, weevily. |
| Rolled oats | do | 5 months | Do. |
| Salmon, canned | do | 1 year | |
| Salt | do | Indefinite | |

*Maximum safekeeping period*—Continued.

| Article | Quantity | Period | Remarks |
|---|---|---|---|
| Sardines, canned | Pound | 1 year |  |
| Sauce, Worcestershire | Gallon | do |  |
| Sauerkraut, canned | Pound | do |  |
| Sausage, Vienna, canned | do | do | Reduce this period if possible. |
| Spices: |  |  |  |
| Allspice | do | do | Reduce this period if possible to 8 months. |
| Cinnamon | do | do |  |
| Cloves | do | do |  |
| Curry powder | do | do |  |
| Ginger | do | do |  |
| Sage | do | do |  |
| Thyme | do | do |  |
| Spinach, canned | do | do |  |
| Sugar: |  |  |  |
| Granulated | do | Indefinite |  |
| Powdered | do | 4 months |  |
| Tapioca | do | 1 year | Keep dry and cool; otherwise will become musty, moldy, or weevily. |
| Tea | do | do |  |
| Tomatoes, canned | do | do |  |
| Tongue, canned | do | do |  |
| Vinegar | Gallon | do |  |

## 14-84

(1) Subsistence stores longest on hand, if in good condition, will be issued first. Reserve stocks must be continuously turned over and not allowed to deteriorate.

(2) Subsistence stores in good condition but not required for use will be immediately reported to the Quartermaster. Stores liable to rapid deterioration, or in other urgent cases, such as sudden abandonment of a post, may be sold or otherwise disposed of on the recommendation of the post quartermaster, approved by the commanding officer.

(3) Perishable provisions shall not be procured in greater quantities than can probably be used before spoiling.

(4) The accountable officer is charged with the responsibility of insuring turn-over of all subsistence stores within 6 months from date of receipt. Each article should show at least a 50-percent movement during each quarter and in no case should an article be allowed to remain in stock more than 1 month without an issue being made.

## 14-85

(1) A complete inventory of subsistence storerooms shall be taken at the end of each month and/or upon detachment or relief of the accountable officer. Inventory will be taken personally by the accountable officer. Inventories of all stock on hand will be computed at cost price. Cost price will ordinarily be the unit price appearing

on the invoice or voucher covering receipt. If two or more lots of an article of the same identical description are on hand at different prices, they will be shown separately on the inventory as such.

(2) All articles listed in article 14–87 (6) will be shown on the inventory whether there is a stock on hand or not and will be identified by entering the symbol "RC" after the description of the article, which will signify that these unit prices will be used for the purpose of computing the unit ration value for the succeeding month.

(3) A certificate will be appended to the inventory as follows:

We we
I certify that I personally inventoried the subsistence stores on hand at this post this __________ day of ________________ 19__, and found the quantities shown on hand to be correct.

Signed ______________________________

Signed ______________________________

Upon detachment or relief of an accountable officer additional certificates will be appended to the inventory as follows:

I certify that all articles of subsistence stores enumerated on this inventory were actually turned over by me to ______________________________ this ________ day of _________________ 19__

Signed ______________________________

______________________________
Rank

I certify that all articles of subsistence stores enumerated on this inventory were received by me this __________ day of ________________ 19__.

Signed ______________________________

______________________________
Rank

[C. M. C. M. 3.]

## 14–86

(1) Prices governing current issues, transfers, etc., will be the actual unit price at which the article was received, except as modified by paragraphs (2) and (4).

(2) Prices governing sales of subsistence stores at posts or stations where separate accountability is not maintained for sales commissaries will be governed by instructions contained in articles 14–70 (3) and 14–71 (1). However, stores procured primarily for issue to enlisted men's messes may be sold to regularly established officers' or noncommissioned officers' messes consisting of three or more men at the actual unit price at which the article was received.

[C. M. C. M. 3.]

(3) Prices to be used for the purpose of computing the unit ration value will be determined in the following manner:

Perishables—defined as:

- Bacon, smoked.
- Beef, fresh, issue (carcass beef).
- Eggs.
- Onions, dry, fresh.
- Potatoes, Irish.
- Fruit, fresh (represented by the least expensive of apples, bananas, or oranges).
- Butter.
- Cheese.
- Least expensive of lard or lard substitute.

Current contract price if the contract covers 1 month or more, otherwise the unit price of the last lot received from the regular source of supply. In the latter case, the actual date of receipt will be entered on the voucher opposite each item affected.

Nonperishables (dry stores):

- All articles not defined as perishables.
- Bacon, canned (only when fresh slab bacon is not available).

Invoice or purchase price of last lot received from the regular source of supply prior to the last day of the month for which the account is rendered.

(4) At posts or stations where separate accountability is maintained for both issue and sales commissaries, stores procured primarily for issue to enlisted men's messes may be sold by the issue commissary to regularly established officers' and noncommissioned officers' messes consisting of three or more at the actual unit price at which the article is received. Miscellaneous articles which are procured for sales purposes will not be transferred from the sales commissary to the issue commissary for the purpose of evading the usual 10 percent charge for overhead directed in articles 14–70 (3) and 14–71 (1). [C. M. C. M. 3.]

## 14–87

(1) **Computation of ration value.**—On the first day of each month the value of the ration will be computed by entering on the table on NMC–580 the unit prices of component articles listed in the table and multiplying these prices by the quantity allowed, carrying the value of each component to the fourth decimal place. (The fifth and succeeding decimals will be disregarded.) The unit prices to be used for the current month will be current contract prices and prices determined as directed in article 14–86 (3). The ration value so determined will not be changed during the month. [C. M. C. M. 3.]

(2) When component articles of the ration are provided for by contract, or furnished on invoice, there being different kinds of packages, the price varying with the package, the price of the article in the least expensive package will be used.

(3) If at a post or station a component article of the ration has not been supplied, or if, for any reason, the post quartermaster is unable to determine the current price for use in computing the ration value, the price for the month (or until a supply is received) will be fixed by the Quartermaster, who will base it, whenever practicable, upon the last price of the article at the place designated as the source of supply for the particular post or station.

(4) The unit price of beef, fresh issue, i. e., type I or II (defined as carcass beef, equal portions of fore and hind quarters) covered by Federal specifications only, will be used for the purpose of computing the unit ration value when a price for carcass beef cannot be determined locally, a report will be made to the Quartermaster, furnishing detailed information and quoting prices of such beef cuts as are available, with request that a price be fixed. [C. M. C. M. 3.]

(5) Organizations on a fixed-ration allowance will not be required to compute the cost of the ration; in lieu thereof the ration allowance as fixed by the Secretary of the Navy will be used.

(6) Computation table for determining unit ration value.

| Percent | | Component | Quantity allowed | Unit price | | Value | |
|---|---|---|---|---|---|---|---|
| | 100 | Flour, issue pound | 75. | | | | |
| Meats | 30 | Bacon, smoked, issue do | 26.25 | | | | |
| | 70 | Beef, fresh, issue do | 87.5 | | | | |
| | 100 | Eggs dozen | 10. | | | | |
| Vegetables | 10 | Beans, navy, dry pound | 7.5 | | | | |
| | 30 | Tomatoes, canned do | 33.75 | | | | |
| | 10 | Onions, fresh do | 27.5 | | | | |
| | 50 | Potatoes, Irish, fresh do | 137.5 | | | | |
| Cereals and starch foods. | 50 | Macaroni, issue do | 5. | | | | |
| | 50 | Rice, issue do | 5. | | | | |
| Fruits | 5 | Raisins, dry, issue do | 1.25 | | | | |
| | 30 | Jam, assorted, issue do | 11.25 | | | | |
| | 45 | Apples, canned, issue do | 28.125 | | | | |
| | 20 | (      ) fresh do | 20. | | | | |
| Beverages | 5 | Cocoa, issue do | .625 | | | | |
| | 90 | Coffee, R&G, issue do | 11.25 | | | | |
| | 5 | Tea, issue do | .1562 | | | | |
| Dairy products | 100 | Milk, evaporated, issue do | 25. | | | | |
| | 100 | Butter, issue do | 10. | | | | |
| | 100 | Cheese, issue do | 3.125 | | | | |
| | 100 | Lard or lard substitute do | 10. | | | | |
| | 100 | Sugar, granulated, issue do | 31.25 | | | | |
| Sauces and vinegar | 60 | Catsup, issue gallon | .75 | | | | |
| | 40 | Vinegar, issue do | .5 | | | | |
| Sundry components | | Baking powder, issue pound | .5 | | | | |
| | | Extract (lemon), issue do | .0875 | | | | |
| | | Mustard, dry, issue do | .296 | | | | |
| | | Pepper, black, issue do | .296 | | | | |
| | | Pickles, cucumber, issue do | 1.875 | | | | |
| | | Salt, issue do | 3.57 | | | | |
| | | Sirup, issue gallon | .446 | | | | |
| | | Spices (cinnamon), issue pound | .1116 | | | | |
| Value of 100 rations | | | | | | | |
| Value of 1 ration | | | | | | | |

NOTE.—The least expensive of apples, bananas, or oranges will be used as the fresh-fruit component used in computing the unit ration value, entering the article in the blank space provided for that purpose.

## 14–88

(1) **Issue of provisions.**—Provisions may be issued by the accountable officer within the value of the ration credit of the mess.

(2) In no case will an organization be allowed to draw articles of the ration and sales articles in excess of the total credit of the organization for the period for which the return is rendered.

(3) An account in money value of subsistence stores issued will be kept on NMC 584. At posts where separate messes are maintained an account by money value will be kept with each mess on NMC 584 but all issues will be consolidated and the rationing of the command conducted and reported to the Quartermaster as for a single unit. It will be the duty of the accountable officer to see that each individual mess is kept within its authorized allowance.

(4) The aggregate value of all articles of subsistence stores, issued to a command as a unit, or a mess, as the case may be, supported by NMC 734, will be determined by computing the quantities of various articles issued at prices determined for the month as prescribed in article 14-86, and such aggregate will be entered on NMC 563 as follows:

CERTIFICATE

_______________
(Date)

I certify that I have issued subsistence stores to Mess Officer _______________ during the month ___________, 19__, in amount of $____, which amount is supported by memorandum receipts signed by the officer concerned, and retained as post records.

Signed _______________________________
___________________________________
(Rank)

(5) NMC 563 will constitute the voucher for dropping the money value of the articles from the subsistence return.

(6) In no case will articles that have been issued to a mess be sold to anyone.

### SURVEYS OF PROVISIONS

### 14-89

(1) **Condition.**—The accountable officer will keep himself informed as to the condition of provisions and see that unfit articles are promptly surveyed. Articles of stock considered unfit shall be removed from contact with good stock and will be retained until examined by the surveying officer. Fresh provisions should, when necessary, be overhauled and sorted. A medical officer shall, when required, inspect the provisions and report any that are unsound or likely to cause illness.

(2) Storerooms must be kept clean and in good order, and every opportunity should be availed of for thorough cleaning of the refrigerator rooms and vegetable lockers.

(3) A survey book will be maintained for the purpose of recording the following data: name of article, cost price, date and source of receipt, date damage or spoilage was discovered, nature and cause of damage, and any additional remarks necessary. This book will be presented to the surveying officer for his written recommendation therein with regard to responsibility and disposition of the damaged articles. The surveying officer will sign his name and enter his rank opposite his entries. At the end of each accounting period or earlier, if ordered, one survey covering all articles examined during the period will be prepared on NMC 17 by the accountable officer for signature of the surveying officer. NMC 17 must be complete in all details and be approved by the commanding officer of the post or organiza-

tion. Instructions pertaining to the duties of the surveying officer, as set forth in articles 17–57 and 17–58, will be strictly complied with. Surveys must be approved before acceptable as vouchers to the return.

(4) **Survey officer.**—Commanding officers of posts shall appoint at the beginning of each quarter, to serve to the end of it, a surveying officer for provisions. Officers who are interested in or responsible for subsistence stores will not be detailed as surveying officers or as members of boards of survey. To this officer the accountable officer shall refer all such provisions as he may consider unfit for use, provided they do not exceed in value, on any one occasion, $300.

(5) **Board of survey.**—Where the amount involved on any one occasion exceeds $300, a board of survey will be requested in the manner prescribed for surveys on property.

(6) **Surveys** should in all cases show the name of the contractor from whom the provisions were received, the date of their receipt, and the contract number.

### 14–90

**Returns for Army subsistence stores.**—An officer of the Marine Corps who has in his charge subsistence stores belonging to the Army shall render returns for such stores as prescribed by Army Regulations.

## RETURN OF SUBSISTENCE STORES

### 14–91

(1) A return of subsistence stores consisting of a debit and credit account will be prepared in duplicate on NMC–581 by the accountable officer each month and/or upon relief or detachment. A memorandum return shall be started at the beginning of each month or accounting period and will show all transactions as they occur. The return shall show in chronological order the total amount of each receipt and expenditure voucher accomplished that pertains to it. Vouchers will be numbered in a single series beginning with “1” for each month and filed with the accounts of the month to which they pertain. All vouchers will be extended in money value. The voucher number and the month to which it pertains will appear on the lower right-hand corner of the first page of the voucher, i. e., “1,” November. The original and a complete set of supporting papers will be forwarded to the Quartermaster within 10 days after the expiration of the accounting period to which it pertains, if practicable. The duplicate will be retained by the accountable officer and filed as an organization record. Debit and credit entries will be entered as follows:

(2) **Debit entries.**—(*a*) Total money value of the inventory taken at the close of the preceding accounting period will be the first entry in the current return.

(*b*) Price adjustment certificate authorized in article 14–82 (3).

(*c*) The money value of each stock and merchandise receipt supported by vouchers.

(*d*) Omitted. [C. M. C. M. 3.]

(*e*) Omitted. [C. M. C. M. 3.]

(3) **Credit entries.**—(*a*) Money value of each stock and merchandise transfer supported by voucher.

(*b*) Omitted. [C. M. C. M. 3.]

(*c*) Money value of each survey supported by voucher.

(*d*) Returned stock previously debited and supported by voucher.

(*e*) Value of merchandise sold during the current accounting period supported by certificate.

(*f*) Value of merchandise issued to mess officers against the ration credit supported by certificate on NMC–563.

(*g*) Value of inventory taken on the last day of the accounting period supported by NMC–582.

(*h*) Omitted. [C. M. C. M. 3.]

(*i*) Authorized expenditures, fowl, ice, cold storage, etc., supported by certificates and adjustment certificate authorized in paragraph (4) of this article. [C. M. C. M. 3.]

(4) At the end of the accounting period which the return covers and after the last voucher has been entered, the debit and credit columns will be totaled and their difference determined. This difference will represent either a loss or gain. The accountable officer will submit a certificate in duplicate showing the actual shortage or gain in money value, including explanatory information which will be considered a valid voucher, and credit and debit allowed therefor, if approved. The value of the certificate will be added to the lesser column in order to balance the account. In case of gain or loss exceeding three-tenths of 1 percent, the accountable officer will submit the certificate to the commanding officer for his action, and when approved by him shall be a valid voucher to the return.

(5) A certificate shall be appended to the return as follows:

I certify that this return is correct. Date of mailing to the Quartermaster, Headquarters U. S. M. C., Washington, D. C., ________________, 19___.

Signed ________________________________

__________________________U. S. M. C.

Rank

## 14–92

**Stock record.**—A continuous inventory will be kept on NMC–748, for commissary stores. Daily issues will be abstracted and dropped from the stock record after issue.

## FINANCIAL STATEMENT OF MESS

### 14–93

Enter on the "Financial statement" on NMC 580 the value of unused allowance from previous month; the total number of rations as shown by monthly ration memorandum NMC 828, together with computed or fixed allowance per ration and the aggregate value of same; subtract total value of subsistence stores issued, as per NMC 563, from total ration credit, which will give the value of unused ration allowance to be carried to succeeding month. The value of any unused allowance will be carried forward to the return of the following month of the current quarter as an additional allowance, but no unused allowance existing at the end of a quarter will be carried to the succeeding quarter. All unused allowance at the end of a quarter will revert to the Government and will not be taken up on the ration return of a succeeding quarter.

### 14–94

(1) **Over or under credit.**—In the event an accountable officer was not informed of the presence of men entitled to rations, and did not take credit during an accounting period, he is entitled to take credit for such rations during the accounting period in which such information is furnished to him.

(2) In the event an accountable officer was not informed of the absence or transfer of men entitled to rations and took excess credit during an accounting period, he will make the necessary deduction from the number of rations due for the accounting period in which such information is furnished him.

## BAKERIES

### 14–95

(1) **Bread, pastry, etc.**—Bread shall be baked in post bakeries when practicable. At all permanent posts a suitable space and the necessary fuel, utensils, and furniture therefor shall be provided by the Quartermaster's Department, which shall also provide the ovens and keep them in repair. The post quartermaster shall have charge of the bakery and its operations.

(2) The necessary components shall be issued to the bakery for the manufacture of bread, pastry, pies, etc., and dropped from the provision return on certificate that they were issued to bakery for manufacture. The bread, pastry, pies, etc., manufactured shall be taken up on the return on certificate that they were manufactured

in the post bakery. The unit cost of an article so manufactured will be the sum of the cost of the components in that article.

(3) Articles shown on the certificate should be expended from the return as a separate transaction from the issues to the mess. The certificate taking up the products of the bakery should show the quantity and value of each article received from the bakery. The total value of certificate of issue and certificate of receipt should agree.

### ICE

### 14–96

(1) **Ice.**—Requisitions for ice for the preservation of rations and for use in offices will be made on the Quartermaster's Department annually or when necessary, the quantity for each purpose to be stated separately. Surplus ice manufactured with Government ice machines at posts and stations of the Marine Corps may be sold under regulations and at prices to be established by the Quartermaster.

(2) Ice that may be issued in accordance with regulations will be dropped from the subsistence returns of the accountable officer on certificate of the issuing officer, duly approved by the commanding officer. Such certificate will show the quantity, unit price, and extended value of ice used for preservation of rations and ice used for other purposes as separate items on the certificate.

### DEPOT OF SUPPLY RETURNS

### 14–97

Depots of supplies and organizations acting as such, rendering a separate subsistence return for this purpose, will render monthly returns on NMC 581, supported by vouchers extended in money value. All stores expended will be at the actual cost price, except in cases where transportation charges are added to the cost price by direction of the Quartermaster.

### QUARTERS AND SUBSISTENCE ALLOWANCES

### 14–101

(1) **Requests for subsistence and quarters allowance** will be referred to the Major General Commandant, or such officer as may be designated by him to approve them, by the commanding officer of the post, with the following information, together with the recommendation of the commanding officer:

(*a*) Full name and rank of applicant.
(*b*) Married or single.

(*c*) If married, whether his family is with him.

(*d*) Nature of duty performed.

(*e*) Whether or not the military efficiency of the command will suffer by reason of his being quartered outside the post.

(*f*) Whether or not quarters and messing facilities are available.

(*g*) If quarters and messing facilities are not available, whether they can economically be made available.

(*h*) The nearest approximate distance from the post at which he could procure quarters, provided an allowance for quarters is authorized.

(2) Before the request is forwarded, the commanding officer will carefully consider all existing facilities for quartering and messing. These, if available, or can economically be made available, must be employed. Special privilege or benefit to any man will not be considered as a reason for granting allowances for quarters and subsistence.

(3) Where an enlisted man is discharged and reenlists the following day and continues at the same post or station on the same duty, or under the same conditions, and is entitled to a quarters and subsistence allowance, or either, the authority therefor will be continued without further action. Where more than one day lapses between date of discharge, and date of reenlistment, the original authorization will be considered as void and must be renewed in the usual manner.

## 14–102

**Payment.**—The allowances prescribed in table I, article 14–103, are authorized to be paid to enlisted men regularly stationed at any of the below-named places:

Navy Department.
Headquarters Marine Corps.
Department of the Pacific, San Francisco, Calif.
Depot of Supplies, Philadelphia, Pa.
Offices of the Inspectors-Instructors of the Marine Corps Reserve.
Recruiting duty.
Offices of Naval Attachés.
Insular Patrol, Guam.
To other enlisted men when authorized by the Commandant of the Marine Corps, or officer designated by him. [C. M. C. M. 2.]

All payments will be made from the appropriation "Pay, Marine Corps." Payments authorized by table II, article 14–103, will be made from the appropriation "General Expenses, Marine Corps."

## 14–103

(1) The allowances for quarters and subsistence for enlisted men prescribed by the President, under authority of section 10 of the Act of June 16, 1942, Public Law 607, are as follows: [C. M. C. M. 3.]

(2) (*a*) Men on duty where quarters or rations in kind are not furnished shall be granted allowances as follows:

TABLE I

| | No Government messing facilities furnished | Government messing facilities furnished |
|---|---|---|
| A. General—When assigned to countries or places not otherwise hereinafter specified: | | |
| (*a*) Subsistence | $1.50 | $1.20 |
| (*b*) Quarters | 1.25 | 1.25 |
| B. Special—When assigned (except as hereinafter provided) to Europe, South America, India, Africa, Australia, or at such other countries or isolated stations as determined by the head of the department concerned, or when absent from their ships on temporary duty not involving travel: | | |
| (*a*) Subsistence | 2.25 | 2.10 |
| (*b*) Quarters | 1.25 | 1.25 |
| Exception No. 1—Canal Zone: | | |
| (*a*) Subsistence | 1.50 | 1.20 |
| (*b*) Quarters | 1.25 | 1.25 |
| Exception No. 2—Alaska: | | |
| (*a*) Subsistence | 3.00 | 3.00 |
| (*b*) Quarters | 2.00 | 2.00 |
| Exception No. 3—Naval Missions to Brazil, Colombia, Ecuador, Peru, and Venezuela: | | |
| (*a*) Subsistence | .75 | ---------- |
| (*b*) Quarters | 1.25 | ---------- |
| Exception No. 4—American Embassies, Bogota, Colombia, Havana, Cuba, and Moscow, U. S. S. R.; and American Legations, Addis Ababa, Ethiopia, and Guatemala City, Guatemala: | | |
| (*a*) Subsistence | 3.00 | 3.00 |
| (*b*) Quarters | 2.00 | 2.00 |
| C. Special—Enlisted men assigned to duty where emergency conditions justify such allowances, payable at the discretion and upon the determination of the head of the department concerned, in lieu of allowances at rates otherwise specified herein: | | |
| (*a*) Subsistence | 3.00 | 3.00 |
| (*b*) Quarters | 2.00 | 2.00 |

NOTE 1.—Upon arrival at or departure from a station where allowances for subsistence are paid, allowances shall be computed as follows: The day to begin at midnight; for 18 hours or more at the station, 1 whole day; for 12 hours or more but less than 18 hours at the station, two-thirds of 1 day; for 6 hours or more but less than 12 hours at the station, one-third of 1 day. No allowance for subsistence will be paid for the day on which a man arrives at a station after 6 o'clock p. m.

NOTE 2.—In determining the allowance for quarters a fractional part of a day will be computed as a whole day, the day to begin at midnight.

[C. M. C. M. 1, 2, and 3.]

### TABLE II

[Men traveling on duty where cooked or travel rations are not furnished for the journey shall be granted daily allowances as follows:]

| | Travel status, including detention of not to exceed 3 days at one place | Travel status involving detentions | |
|---|---|---|---|
| | | For the 4th to the 6th days (inclusive) of detention at one place | For the 7th to the 31st days (inclusive) of detention at one place |
| A. Sleeping car, stateroom accommodations, or other quarters furnished: | | | |
| (*a*) Subsistence (in dining car on train at not to exceed $1 per meal) | $3.00 | ---------- | ---------- |
| (*b*) Subsistence (elsewhere at not to exceed $0.75 per meal) | 2.25 | $1.80 | $1.50 |
| B. No sleeping car, stateroom accommodations, or other quarters furnished: | | | |
| (*a*) Subsistence (in dining car on train at not to exceed $1 per meal) | 3.00 | ---------- | ---------- |
| (*b*) Subsistence (elsewhere at not to exceed $0.75 per meal) | 2.25 | 1.80 | 1.50 |
| (*c*) Quarters when subsistence includes 3 meals in dining car on train at not to exceed $1 each | 1.50 | ---------- | ---------- |
| (*d*) Quarters when subsistence includes 2 meals in dining car on train at not to exceed $1 each | 1.50 | ---------- | ---------- |
| (*e*) Quarters when subsistence includes 1 meal in dining car on train at not to exceed $1 | 1.50 | ---------- | ---------- |
| (*f*) Quarters when subsistence is paid at rate of not to exceed $2.25 per day | 1.50 | 1.50 | 1.25 |
| C. Special: Europe, Mexico, Central America, and South America: | | | |
| (*a*) Subsistence | 3.00 | 2.70 | 2.25 |
| (*b*) Quarters (if not furnished by the Government) | 2.00 | 1.50 | 1.25 |
| Exception No. 1—Alaska: | | | |
| (*a*) Subsistence | 3.00 | 3.00 | 3.00 |
| (*b*) Quarters (if not furnished by the Government) | 2.00 | 2.00 | 2.00 |

NOTE 1.—The combined allowance for subsistence and quarters shown in first column opposite subdivisions A and B under heading of "Travel status including detention not exceeding 3 days at one place," shall in no case exceed $5 for any 1 day.

NOTE 2.—When in a travel status allowances for subsistence shall be computed as follows for the day of departure from and arrival at station: The day to begin at midnight; for 18 hours or more in travel status, 1 whole day; for 12 hours or more but less than 18 hours in travel status, two-thirds of 1 day; for less than 12 hours in travel status, one-third of 1 day. No allowance shall be paid for the first day of a journey which begins after 6 o'clock p. m.

NOTE 3.—In determining the allowance for quarters a fractional part of a day will be computed as a whole day, the day to begin at midnight. No allowance shall be paid for the first day of a journey which begins after 6 o'clock p. m.

NOTE 4.—Men absent under orders from their stations upon duty which involves travel and also temporary detentions during the journey shall be deemed to be traveling under orders during the entire period of such absence. Allowances for the periods spent in actual travel, including detentions not exceeding 31 days, will be computed as indicated in table II. For longer periods of detention at one place, the allowances prescribed in table I will govern after the first 31 days. The day of actual arrival at, or departure from place of detention will be considered a day of travel.

[C. M. C. M. 1 and 3.]

(*b*) Enlisted men traveling on duty by privately owned conveyance are entitled to allowance for subsistence en route at $0.75 per meal, but not exceeding the number of meals that they would be entitled to had transportation been furnished to them by the Government. [C. M. C. M. 1 and 3.]

(*c*) By the word "quarters" is meant quarters which are equivalent to those a man would have assigned to him at a barracks, post, or camp. By "Government messing facilities" is meant facilities for establishing a mess equivalent to a general mess at a barracks, post, or camp. This includes the procurement of provisions from the Quartermaster Department, the detail of cooks and messmen, and the proper facilities for preparing and serving meals. [C. M. C. M. 1.]

(*d*) Enlisted men of the Army, Navy, and Marine Corps, including the members of the United States Army, Navy, and Marine Corps Bands and the Naval Academy Band, entitled to receive allowances for quarters and subsistence, shall continue, while their permanent stations remain unchanged, to receive such allowances while sick in hospital or absent from their permanent duty stations in a pay status: *Provided further*, That allowances for subsistence shall not accrue to such an enlisted man while he is in fact being subsisted at Government expense (34 U. S. C. 914). [C. M. C. M. 1.]

(*e*) An enlisted man regularly in receipt of a quarters allowance at the permanent base of the organization to which he is attached, who moves with his organization on temporary duty away from the permanent base under conditions that make it necessary for him to be quartered with that organization, is not entitled to continue to receive such allowance following actual departure from the permanent base by virtue of the provisions of the act of June 20, 1936 (34 U. S. C. 914; 17 Comp. Gen. 449). [C. M. C. M. 1.]

(*f*) Payments of allowances for quarters and subsistence may be made to enlisted men not more than 1 month in advance, except that as to men proceeding to or from a station beyond the continental limits of the United States or in Alaska, such payments may be made not more than 3 months in advance. The heads of the departments concerned may prescribe such additional regulations as may be necessary to carry out the provisions of this paragraph. [C. M. C. M. 3.]

## 14–104

(1) Commutation of rations at the rate prescribed by law may be paid to enlisted men of the Marine Corps on duty at shore stations when the following conditions obtain: [C. M. C. M. 3.]

(*a*) When the man submitting the request is a married man, who will, if ration is commuted, subsist himself with his family.

(*b*) When the mess of which such man is a member will not be left with too few members to permit of an economical administration.

(*c*) Commanding officers, after inquiry as to the facts of (*a*) and (*b*), may approve such requests for commutation of rations at the rate prescribed by law. [C. M. C. M. 3.]

(*d*) In other cases when approved by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(*e*) The act of June 20, 1936 (34 U. S. C. 914), authorizing the continuance under certain conditions of allowances for quarters and subsistence of enlisted men, while absent from their permanent duty stations in a pay status, is not applicable to an enlisted man in receipt of commuted rations (Dec. Comp. Gen. A–79601, Sept. 9, 1936).

## 14–105

(1) **On Army transport.**—Enlisted men of the Marine Corps traveling on duty under orders on a vessel of the United States Army Transport Service will not be allowed commutation of rations or subsistence allowance for the time they are aboard. They will be quartered with the enlisted men of the Army on board of corresponding rank and will mess with them accordingly.

(2) Enlisted men granted furlough with permission to travel on a vessel of the United States Army Transport Service will be quartered with the enlisted men of the Army aboard of corresponding rank and will mess with them accordingly, and will be required to reimburse the transport quartermaster the actual cost of subsistence furnished. The transport officer will certify upon the man's furlough the dates between which the subsistence was so furnished.

## 14–106 to 15–0

## Chapter 15

# CLOTHING AND CLOTHING ALLOWANCE

### CLOTHING

### 15–1

**Procurement.**—Clothing required for issue to enlisted men shall be procured from the depot quartermaster designated in the annual "Marine Corps Price List of Clothing, etc.," on requisition approved by the commanding officer, except as otherwise provided in this manual. Only such articles and sizes as are specified in the "Marine Corps Price List of Clothing, etc.," and the "Table of Allowances of Arms, etc.," will be called for on requisition. The quantity on hand, if any, of the articles called for on a requisition must be shown thereon. When a man cannot be properly fitted with any of the regular stock sizes, measurements stated on prescribed forms shall be forwarded to the Depot Quartermaster, Philadelphia, Pa.

### 15–2

**Post quartermaster to supply.**—Except where otherwise authorized by the Quartermaster, all clothing required by organizations attached to a post, as well as marine detachments of naval hospitals, naval prisons, receiving ships, station ships, and prison ships attached to the navy yard or naval station in which the post is located, shall be supplied by the post quartermaster. The accountable officers of such organizations and detachments shall procure from the post quartermaster, not oftener than once a month (except in emergency), such clothing as they may actually require for issue, which will be regularly invoiced by the post quartermaster.

### 15–3

(1) **Requisitioning to avoid excess stock.**—In preparing a requisition the utmost care must be exercised to avoid the accumulation of a stock in excess of requirements, particularly in sizes that are seldom called for, and the consequent possibility of loss due to articles becoming shopworn or obsolete. Officers submitting requisitions will be held directly responsible for failure to comply with this requirement.

A record of the quantities of each size of the various articles of clothing issued shall be kept to serve as a guide as to the proper proportion of sizes of clothing to be kept on hand to meet requirements for a given period of time. A copy of all requisitions shall be kept on file in order to prevent duplication in requisitioning supplies. (See art. 17-159.)

(2) **Quantity to be stocked.**—Requisitions from posts in the United States will call for supplies needed in quantities sufficient to last at least three months, and those from posts outside of the continental limits of the United States, which are not supplied by a depot quartermaster on the station, will call for at least six months' supply.

(3) **Requisitions from ships.**—Requisitions from ships will be based upon the probable duration of the cruise, and will not in any case be for less than a six months' supply. On foreign stations, requisitions from ships shall be sent through the commanding officer of the vessel to the fleet marine officer, by whom after examination and approval, they will be forwarded to destination through the proper channels. In the absence of the flagship, when the needs of the men will not admit of delay, requisitions may be forwarded direct through the commanding officer of the vessel.

## 15-4

**Surplus on hand.**—Commanding officers, or noncommissioned officers, in charge of ships' marine detachments having on hand a supply of stores in excess of requirements, shall forward a list of such stores to the fleet or force marine officer, stating their condition and, in the case of clothing, sizes. Accountable officers having a surplus on hand may, with the commanding officer's approval, invoice to other accountable officers articles necessary for immediate use. If not required by vessels of the fleet, excess clothing should be disposed of in accordance with article 17-51.

## 15-5

(1) **Emergency purchases.**—If by wreck of vessel, destruction by fire, or other reasons, it becomes necessary to procure uniform clothing for the marine detachment of a vessel, or a detachment serving on shore, and it is impracticable to procure it in time to meet the need from a depot quartermaster, or from another post or vessel, the officer or noncommissioned officer in charge of the detachment may purchase, under emergency, for immediate use, such clothing as may be absolutely necessary for the health and comfort of the men, but such purchase will not be made without the approval of the commanding officer. The clothing so purchased must conform as nearly as possible to the regulation uniforms, and shall be issued to the men at the price of like articles of regular Marine Corps issue. A list of

the clothing so purchased, showing the cost of each item, and the names of the men for whom required, shall be forwarded to the Quartermaster. The officer or noncommissioned officer making the purchase shall render proper vouchers to the nearest disbursing officer of the Quartermaster's Department, or supply officer of the Navy, for payment. Supply officers of the Navy are authorized to make such payments and charge them to the appropriation "General Expenses, Marine Corps."

(2) **Clothing procured from the Army** shall be issued at the price of like articles of regular Marine Corps issue.

## 15–6

(1) **Issuing oldest articles first.**—All persons charged with the issue of clothing shall issue the articles longest on hand first. Under no circumstances will new clothing be issued when that of older manufacture can be supplied in the sizes required.

(2) **Frequency of issues.**—Enlisted men needing clothing shall be required to draw it on the day and at the time set for issue to the organization to which they belong, which will not be oftener than once a month, except in cases of emergency.

(3) **Issues for expeditionary duty.**—No special issues of clothing will be made in order to meet the needs of expeditionary units immediately prior to departure except in cases where such needs could not have been anticipated.

(4) **Witnessing issues.**—All issues of clothing shall be witnessed by a commissioned officer other than the commanding officer or the issuing officer, and when one is not available, the issue will be witnessed by the issuing officer. Where a noncommissioned officer is in charge, issues shall be witnessed by a noncommissioned officer other than the one in charge. The witnessing officer or noncommissioned officer shall attest each issue, as it is made, by affixing his signature to the issue slip.

(5) **To be charged as made.**—The value of clothing issued to an enlisted man, except authorized gratuitous issues, shall be charged against his clothing account immediately after the issue is made and recorded on the check sheet.

## 15–7

(1) **Individual requisitions.**—An enlisted man who requires clothing shall enter on a requisition slip the articles and sizes required and submit it to his organization commander for visé in time to have it completed and turned in to the issuing officer at least 2 days prior to issue day. The organization commander shall examine very carefully the requisition slips submitted to him for visé, strike off excessive or unnecessary articles, and require the men to enter thereon all necessary articles. Men shall be required to draw sufficient clothing to meet their requirements for a reasonable length of time, in order to reduce the

bulk of clothing records and avoid the unnecessary expenditure of time, labor, and blank forms caused by numerous small issues.

(2) **Issue slips.**—A separate issue slip is required for each issue of clothing to an individual. It will be prepared in triplicate by the use of carbon paper and an indelible pencil. The original and duplicate will be used by the issuing officer as subvouchers to the abstract of clothing issued. The triplicate will be given to the enlisted man concerned, at the time the issue is made, to be retained by him. Both the original and duplicate shall be signed by the enlisted man to whom the issue is made, and all three copies shall be signed by the witnessing officer. Organization commanders may retain for safekeeping the triplicate issue slips pertaining to enlisted men of their organizations. The addition of the entries in the money value column on the triplicate should be verified and the issuing officer promptly notified of any discrepancy discovered. The value of each item (except toilet kits issued to recruits) and the total value of all the articles issued must be entered on the issue slip before it is signed by the man to whom the issue is made and by the witnessing officer.

(3) **Erasures and interlineations** made on an issue slip must be initialed by the witnessing officer. Those made on clothing records must be initialed by the officer in charge of such records. Erasures and interlineations shall be avoided, so far as possible.

(4) **Check sheets.**—At the conclusion of the day's issue, the articles issued shall be checked from the issue slips to the check sheet, and the total of each of the articles issued and the aggregate value thereof entered in appropriate columns on the sheet, also the total previous issues and the aggregate of each of the articles issued to date. The entries in the column headed "Aggregate of values of articles issued this date" should be added, and the value of toilet kits issued to recruits, if any, deducted from the total. The money value totals of the issue slips for the day will then be added. If the two sums agree, the work is correct; if they do not agree, an error exists, either in the entries and computation on the check sheet or those on the issue slips, which must be located and corrected. The check sheets shall be kept posted up to date, and in loose-leaf binders provided for the purpose.

(5) **Accounting.**—The totals of articles of clothing issued shall be transferred monthly to an "Abstract of clothing issued," also whenever the property account is closed. This abstract constitutes the accountable officer's credit voucher to his property account, supporting the dropping of the clothing appearing thereon from that account. The original abstract, together with the original issue slips supporting it (arranged in alphabetical order, irrespective of rank), shall be forwarded to the Quartermaster as soon as practicable after the end of the period which it covers. The duplicate shall be used as the retained copy of the voucher by the accountable officer, who will also retain the duplicate issue slips. At large posts, where it may be desirable to submit the abstract of clothing issued oftener than once a month, the

accountable officer shall submit suitable recommendations to the Quartermaster. Care must be taken to have all issues made during the month or part of a month covered by the abstract included thereon, and to avoid including on it any issues made after the end of that month or part of month.

(6) (*a*) Issue slips covering issues to men of regularly organized detachments not having accountability must show the organization to which the men are attached and be arranged in a separate alphabetical group when they are included with those supporting the abstract of clothing issued to the regular command.

(*b*) Emergency issues of clothing to troops en route should be abstracted separately and must bear a notation showing circumstances surrounding the emergency issue. The copy of the issue slip usually given to the man should be turned over to the officer, or noncommissioned officer, in charge of troops en route in order that entry may be made in the clothing account, after which triplicate issue slip will be given to man concerned. Where clothing accounts of men are not available the triplicate issue slip should be forwarded to the organization to which the men are transferred to be entered in clothing record and later delivered as prescribed in article 15–7 (2). The Quartermaster should be advised in each case of the action taken.

(7) The post quartermaster, or the accountable unit that issues the clothing, should be indicated opposite the entry "Issue" in the individual clothing records of detachments not having accountability; and in cases of men who draw clothing from an accountable unit other than the organization in which they are serving.

## CLOTHING ALLOWANCE

### 15–8

(1) **Authority.**—Enlisted men of the Marine Corps are entitled to an annual allowance for uniform clothing. Any articles drawn in excess of this allowance shall be charged against their pay, and for value not drawn they shall receive credit on final settlement for unused allowance. The money allowance for clothing is published annually in Marine Corps Orders "Marine Corps Price List of Clothing, etc."

(2) The money value of clothing undrawn due men extending their enlistments will not become payable to them until actual discharge from the service.

### 15–9

(1) **Period covered.**—The clothing allowance begins on day of entry into the service and continues until date of separation therefrom, except as otherwise provided herein.

(2) Men retained in the service beyond the date of expiration of their enlistments, if entitled to clothing allowance, shall be given the

allowance prescribed for the last year of enlistment. (See art. 15–10 (3), (5).)

(3) Extended enlistments.—In cases of extension of enlistment clothing allowance shall be given as follows:

| Enlistment extended for period of— | Allowance prescribed for first year of enlistment for period of— |
|---|---|
| 1 year | 3 months. |
| 2 years | 6 months. |
| 3 years | 9 months. |
| 4 years | 12 months. |

NOTE.—Remainder of extension daily allowance shall be rate prescribed for second and succeeding years.

(4) The allowance prescribed for the first part of an extension of enlistment begins on the date following that on which the original term of enlistment or a prior extension thereof expires, adding thereto the total number of days required to be made good on account of time lost under Navy Department General Order No. 20, also days requested to be made good in accordance with act of May 21, 1928 (34 U. S. C. 183*a*); for example, if a man who enlisted for 4 years, June 2, 1925, extended his enlistment, the extension took effect June 2, 1929; but if during his enlistment he lost 5 days under Navy Department General Order No. 20, and 10 days for absence or confinement were served in accordance with the act of May 21, 1928, the extension became effective June 17, 1929. Inasmuch as time lost by unauthorized absence or confinement is not required to be made good, it has no bearing on the date of expiration of enlistment and does not affect the date from which an extension is effective, unless NMC–917 is executed, approved, and carried into effect by the commanding officer.

(5) Reservists.—Instructions governing allowances and issue of clothing to reservists on active duty for training are governed by quartermaster instructions for the Marine Corps Reserve as issued from time to time by the Major General Commandant which may be obtained from the Director, Marine Corps Reserve when required. (See art. 13–3 (2).)

(6) In order that issues to enlisted reservists of Class I (*b*) to (*e*), Class II (*b*) and Class III (*b*) and (*c*) who are ordered to active duty (except training duty), may be kept to the minimum consistent with uniform requirements of the post at which they are serving, and within the allowance of articles authorized for enlisted men of the Regular Marine Corps, clothing accounts will be opened as prescribed in article 15–11 and carried in the regular manner, except that clothing allowance will be credited from date of assignment to active duty, instead of date of enlistment. For Classes I (*e*), II (*b*), III (*b*) and III (*c*), in addition to the enlistment date, the date of assignment to active duty will be entered on each page of the clothing record and the following nota-

[C.M. C. M. 1.]

tion will be placed on the face of the clothing record cover in red ink: "Reservist, no saving to be paid." Issues to such reservist will be charged against clothing accounts and abstracted on a separate Abstract of clothing, headed "Reservists on active duty, other than training." The value of issues in excess of clothing allowance credit available for current year of active duty will be checked against their pay as prescribed in article 15–18. For Class I (*b*) to (*d*) reservists the date of assignment to active duty will be entered on each page of the clothing record. These accounts will be treated in the same manner as accounts of enlisted men of the Regular Marine Corps and issues made to them abstracted along with the regular issues of the post at which they are serving.

(7) **Entry on NMC–146 of reservists of all classes.**—If settlement upon transfer, discharge from active duty, or death before completion of one year of continuous active duty results in a balance "Due U. S.," serviceable clothing of a reissue value equal to this balance may be turned in and credit therefor entered in the clothing account to offset such indebtedness, in order that "No balance" due U. S. or marine may be certified on the statement of clothing account. Certificates taking up the recovered clothing on the property account must accompany the copy of the clothing account and NMC–146 rendered to the Quartermaster to support the amount of credit given. If settlement for desertion, general court-martial, bad-conduct, or dishonorable discharge results in a balance "Due U. S.," it will be so certified to the Paymaster. If the settlement for any reason results in a balance due marine, "No balance" will be entered on NMC–146. [C. M. C. M. 1.]

## 15–10

(1) **In arrest.**—When an enlisted man is held in arrest or confinement by the civil authorities, or is discharged from the service by reason of his conviction of a crime by the civil authorities, his right to clothing allowance is determined by the regulations governing his right to pay under such conditions, i. e., if he is not entitled to pay, he is not entitled to clothing allowance. An enlisted man held by the civil authorities as a witness does not lose his right to clothing allowance for the period of such detention.

(2) **Detained serving sentence.**—An enlisted man held in the service beyond the date of expiration of his enlistment to serve sentence of a court martial is not entitled to clothing allowance after his enlistment expires, even if his sentence does not involve loss of pay and allowances. When the enlistment of a general court-martial prisoner, released from confinement and awaiting dishonorable or bad-conduct discharge, expires before his discharge is effected, he is not entitled to clothing allowance for the period between the date of expiration of his enlistment and the date of discharge.

(3) **Retained for trial.**—Men held in the service awaiting trial, the result of trial, or in hands of civil authorities (if not considered for

the convenience of Government) after expiration of enlistment, are not entitled to clothing allowance.

(4) **Returned deserters.**—A deserter forfeits all pay and allowances due him on date of desertion. A deserter who surrenders or is apprehended and delivered after the date of expiration of his enlistment will not be credited with clothing allowance.

(5) **Retained in hospital.**—Men retained for treatment in hospital are not entitled to credit for clothing allowance from date of expiration of enlistment (after considering time lost during enlistment) to date of discharge.

### INDIVIDUAL CLOTHING RECORD

### 15–11

(1) **An individual clothing account** shall be opened and kept for each enlisted man, using Forms NMC 737, 737a, and 737b. It shall be known as the "Clothing record" and shall be kept by the accountable officer or noncommissioned officer in charge of clothing from whom the organization to which the man is attached draws such supplies, except as may be otherwise authorized by the Quartermaster.

(2) **When a man joins by enlistment,** his name, date of enlistment, and station shall be typewritten on the clothing record sheets in triplicate, the original (white) and the duplicate (yellow) placed in the binder NMC–737, and retained, and the triplicate (green) immediately forwarded to the Quartermaster.

(3) **When a man extends his enlistment,** there shall be entered on every page and on the cover of his clothing record, above his name, the notation "Extended (1, 2, 3, or 4 years, as the case may be), effective (giving date from which the extension is effective)," and to the date of enlistment shall be added a notation showing the original term thereof, so that, for example, in the case of John D. Brown, who enlisted November 11, 1924, for 4 years, and did not in accordance with the act of May 21, 1928 (34 U. S. C. 183*c*), request permission to make good time lost and lost no time under G. O. No. 20, Navy Department, and extended his enlistment 2 years, the heading on the cover and every page of his clothing record would read:

> Extended 2 years, effective Nov. 11, 1928.
> Name: Brown, John D.
> Enl. Nov. 11, 1924, for 4 years.

(4) **When a man joins from desertion,** a new clothing record shall be prepared. The fact that he joined from desertion and the date of his return to naval control (also, if he deserted after extending his enlistment, the data called for in the preceding paragraph) shall be entered on all three copies of the clothing record slip before the triplicate is forwarded to the Quartermaster. If enlistment has not expired, he shall be credited with clothing allowance from and including the date of his surrender or return to naval control. If

enlistment expired before that date, he is not entitled to clothing allowance and entry to that effect shall be entered on clothing record. The clothing account balance due the United States at the time of desertion will not be debited in the new account, but in cases of the removal of the mark of desertion, as having been erroneously entered, the balance due marine at the time of desertion shall be credited on the new account upon receipt of authority from the Quartermaster. (See art. 15-11 (6) (*b*).)

(5) **Prisoners restored to duty.**—When a general-court-martial prisoner whose sentence involves loss of allowances and dishonorable or bad-conduct discharge is restored to duty a new clothing record shall be prepared. The date of restoration to duty and (if applicable) the data relating to extension of enlistment called for in paragraph (3) of this article shall be entered on the clothing record before the triplicate is forwarded to the Quartermaster. If enlistment has not expired, allowance begins on the date of restoration to duty, which is the date of the order remitting the unexecuted portion of his sentence, unless otherwise specified in the order. If his enlistment has expired, he is not entitled to clothing allowance and entry to that effect shall be noted in his clothing record. The certified statement of the prisoner's clothing account, as settled by reason of sentence of general court martial, which was furnished to the officer carrying his pay accounts while serving sentence, will be forwarded by that officer to the proper accountable officer upon the prisoner's release from confinement and restoration to duty. If statement shows a balance due marine, it shall be entered as a credit on the new clothing account. If a balance due the United States, such balance shall be disregarded and the words "No balance" entered.

(6) **How kept.**—The clothing record shall be kept on a debit and credit basis in duplicate (white and yellow), with indelible pencil and carbon paper, and shall be posted up to date at all times, except that the "regular daily allowance" will be entered when settling an account.

(*a*) The debit items are:

Due United States from last settlement.
Issues.
Absence without leave or overleave (show dates and number of days).
Absence in hands of civil authorities (show dates and number of days).

Forfeiture of allowance credited while serving period of confinement adjudged by sentence of a general court martial, which also includes the accessories prescribed in section 622, Naval Courts and Boards, and a dishonorable or bad-conduct discharge, when such discharge, held in abeyance during the probationary period adjudged, is executed in accordance with the terms of the sentence, or in case of desertion during the period that the dishonorable or bad-conduct discharge is held in abeyance. (See art. 15-14 (1).) Special debits by direction of the Quartermaster (give date and file number of the Quartermaster's letters directing such debit to be entered). Allowance credited after fraudulency of enlistment is discovered.

Amount due marine upon final settlement for discharge (or conviction by general court martial) forfeited by reason of fraudulent enlistment. Allowance credited during period of retention after actual date of expiration of enlistment (all time having been made up) if such period of retention is not considered for "Convenience of Government" (see art. 15-10).

(*b*) The credit items are:

Due marine from last settlement.

Credit for undrawn clothing from deserter's roll (give date and file number of the Quartermaster's letter authorizing it).

Balance due marine upon settlement of clothing account by reason of sentence of general court martial, in cases covered by paragraph 5 of this article.

Checkages made on pay rolls for clothing issued after the limit of indebtedness has been reached.

Special credits authorized by the Quartermaster (give date and number of authority).

Regular daily allowance for the period covered by the settlement.

Additional allowance for sea duty as prescribed in Marine Corps Order, "Marine Corps Price List of Clothing."

(7) **Computation of allowance.**—To compute the allowance for a given period, multiply the daily allowance by the actual number of days in the period. When a man reaches the end of the first year of his enlistment during the period, compute the amount due for the actual number of days in the period he is serving in the first year of his enlistment at the daily allowance for that year of enlistment, and the remainder of the period at the daily allowance for the second year of enlistment; then add the two amounts thus obtained to arrive at the total allowance for the period. Similarly, when there is a change of the daily rate of allowance during the period by reason of extension of enlistment, the allowance due for each portion of the period must be computed separately at the rate applicable thereto, and the results added together to arrive at the allowance for the whole period.

(8) Checkages of clothing allowance on account of absence without leave or overleave, and absence in hands of civil authorities, for one connected period of 24 hours or more, shall be computed from the date (inclusive) on which the absence begins to the date (exclusive) of the return of the man concerned to naval control. No checkage will be made for disconnected periods of absence of less than 24 hours. In cases of men arrested and confined by the civil authorities while on furlough, clothing allowance shall be checked from the date of expiration of furlough.

(9) When an enlisted man is absent in hands of civil authorities, awaiting action or trial, at the time of the semiannual settlement of clothing accounts, allowance for the period of such absence will be withheld. If eventually released without trial, or after trial and acquittal, the allowance so checked will be entered as a credit. If released without trial upon his agreement to make reparation for the offense for which he had been committed, he is not entitled to clothing allowance.

### SETTLEMENT OF CLOTHING ACCOUNTS

### 15-12

(1) **When settled.**—The clothing accounts of all enlisted men shall be settled semiannually, March 31 and September 30, except as may be necessary to settle individual accounts for discharge, transfer to the Fleet Marine Corps Reserve, retirement, death, desertion, or sentence of general court martial involving confinement, with loss of pay and allowances, and dishonorable or bad-conduct discharge.

(2) **How settled.**—To settle an account, the date it is settled to include shall be entered in the first column; the words "All. for period" in the second column; and the amount of the regular daily allowance in the credit column. Additional allowances for sea duty will be entered as a separate item. A single line will then be drawn across the debit and credit columns, under the last entry, both columns totaled, and a double line drawn clear across the page, as illustrated in the sample printed on Form NMC-737. The "All. for period" will be the allowance for the total number of days in the period covered by the settlement, without any deductions for absence without leave, or other reasons, as such deductions are required to be posted in the clothing record as debits at the time the need for making them arises.

(3) **Semiannual settlements.**—When the account is settled for the semiannual period, the date of the last day of the period shall be entered in the first column, just below the double line; the words "Due United States" or "Due marine," as the case may be, shall be entered in the second column; and the amount due shall be entered in the debit column if due the United States, and in the credit column if due marine. Upon completion of the semiannual settlement of all clothing accounts, the duplicate (yellow) copies shall be detached from the clothing records and arranged in alphabetical order, regardless of rank, securely wrapped, and forwarded to the Quartermaster. The original (white) account slip shall be pasted along its top edge to the inner side of the back cover of the clothing record to which it pertains, fresh sheets (white and yellow) placed in the folder, and the balance due the United States, or marine, as the case may be, entered on them.

### 15-13

(1) Clothing accounts shall be closed in certain cases as follows:

| Accounts closed for— | To include— |
|---|---|
| Conviction by general court martial | Date prior to date sentence takes effect. |
| Death | Date of death. |
| Desertion | Date prior to date of desertion. |
| Discharge: | |
| Expiration of enlistment | Date of expiration. |
| For any other reason | Date of discharge as determined. |
| Retirement | Date of retirement. |
| Transfer to Reserve | Date prior to that which transfer takes effect. |
| Reservists, transfer from active duty other than training duty (art. 15-9) | Date of release from active duty. |

Clothing records of men who are paid by naval paymasters and who are to be discharged for any reason shall be settled to include date of discharge.

(2) **Final settlement.**—In closing an account for final settlement, while the semiannual settlement is being made, it shall be closed for the entire period from the previous semiannual statement to include the date for which the final statement is required: For example, if a man's account has to be closed on October 5 by reason of expiration of his enlistment on October 20, it shall be settled for the period April 1 to October 20, inclusive, regardless of the fact that it extends beyond the semiannual period.

(3) When the clothing account is settled for any other reason than the semiannual settlement, the date which settled to include shall be entered in the first column, just below the double line; the words "Due United States," or "Due marine," as the case may be, shall be entered in the second column; and the amount due shall be entered in the debit column if due the United States, and in the credit column if due marine. Following those entries the reason for settlement of the account shall be stated; for example: "For discharge (stating reason)"; "For transfer to F. M. C. R. (stating date on which transfer takes effect)"; "For retirement (stating date thereof)"; "Died (showing date)"; "Deserted (stating time and date)"; or "Sentence of G. C. M. approved (stating date)." In cases of settlement for discharge as "Undesirable," the reason will be stated; for example: "For discharge as undesirable (stating reason)." The officer or noncommissioned officer settling the account shall certify it by affixing his signature thereto immediately following the remarks. Before settling the account, it is important that the service-record book of the man concerned and his clothing record be carefully examined to determine whether all checkages for absence without leave, and other conditions involving loss of clothing allowance have been properly checked. If it is found that any such checkages have been omitted, they must be made at the daily rate at which they should have been made originally.

(4) When a clothing account is settled in accordance with the preceding paragraph, a statement of clothing account shall be prepared on NMC–146 and forwarded to the officer keeping the pay account of the man concerned for transmission with NMC–90 to the settling paymaster. The original must bear the signature of the officer rendering it. If a final settlement by reason of fraudulent enlistment results in a balance due marine, a debit equal to the balance due marine will be entered in the clothing account and "No balance due marine or due United States" will be certified on the statement. In all cases involving the preparation of this statement, a copy must be forwarded to the Quartermaster.

(*a*) When an enlisted man is to be discharged upon report of medical survey or by reason of under-age enlistment, and is indebted to the Government for clothing in excess of that which can be liquidated by checkage against pay due him to include the date of discharge, serviceable clothing (other than necessary for him to wear to be properly clothed and present a creditable appearance) will be turned in, not to exceed in aggregate value (at current issue price) the amount of his remaining indebtedness. The clothing so turned in will be credited in his clothing account on final settlement; for example: If, upon settlement of his clothing account, it shows $30 due the United States, and $10 pay due him to include the date of discharge, serviceable clothing amounting to $20 at issue price will be turned in (if in his possession) and clothing account will be credited with $20, which will reduce indebtedness to the amount that can be liquidated by checkage against his pay, i. e., $10. In no case will credit for clothing turned in exceed the amount due the United States minus the amount that can be liquidated by checkage.

(*b*) A certificate showing the article of clothing turned in and value thereof, computed at the current issue price, will be attached to the copy of the statement of clothing account (NMC–146), forwarded to the Quartermaster. In cases where it is impracticable to have clothing turned in exactly equal in value to the amount of indebtedness, the articles that will amount to the nearest total in excess of the required amount will be turned in, but credit given for the required amount only. The clothing turned in will be disposed of as provided in article 15–23.

(5) The complete clothing account settled on account of death or desertion shall be forwarded to the Quartermaster immediately upon settlement, together with a copy of NMC–146, rendered.

(6) When a man's clothing account is closed for any reason except death or desertion, the duplicate copy of the clothing record and one copy of NMC–146 will be forwarded to the Quartermaster immediately, and the original retained at the post until such time as the man is actually discharged, retired, or transferred to the Reserve. Additional credit for clothing allowance given by the settling paymaster will be entered therein and notice thereof shall be furnished to the officer keeping the clothing account, by the commanding officer of the organization to which the man is attached. Each of the above forms shall bear a notation stating the reason for retention for period from date of expiration of enlistment (after considering time lost during enlistment) to date of discharge. (See 19 Comp. Gen. 288, 290, and art. 15–17.)

(7) When an error in the account is discovered upon audit in the office of the Quartermaster, and notice of the correction is received, prompt steps must be taken to prevent an overpayment. In all such cases a notation in red ink shall be entered on the clothing record, prior to forwarding to the Quartermaster, stating whether or not correction was made on the final settlement (NMC–423) or by collection from the man upon discharge.

(8) **Collection of checkages.**—In cases involving checkage of clothing allowance occurring between the date a man's clothing account is closed and the date of separation from service, the clothing allowance required to be checked shall be collected by the commanding officer before separation from service and the amount forwarded to the settling paymaster.

## 15–14

(1) **General-court-martial prisoners.**—When an enlisted man is convicted by a general court martial and sentence as approved involves loss of allowances as prescribed in section 622, Naval Courts and Boards, and a dishonorable or bad-conduct discharge, his clothing account will be settled as noted in article 15–13 (1). The clothing record, together with a copy of NMC–146, will be forwarded to the Quartermaster. In case the execution of sentence or that portion involving loss of allowances and dishonorable or bad-conduct discharge is held in abeyance, or remitted, subject to satisfactory conduct during confinement or probation, and if sentence does not involve bad-conduct or dishonorable discharge, the man's clothing account will be kept open in the same manner as the clothing accounts of men in good standing. Should his conduct during confinement or probation prove unsatisfactory and he be either required to serve his sentence or ordered discharged in accordance with the terms of his sentence, his clothing account will be closed, and the allowance which has accrued to his credit during confinement will be debited in his account as "forfeited by sentence of G. C. M." The clothing allowance accruing to a man's credit during his probationary service, from the date of his restoration to duty on probation and including the date prior to the termination thereof, will be allowed to stand to his credit. Like procedure will be followed in case the man deserts during his term of confinement or during the probationary period.

(2) In all cases of conviction and sentence of enlisted men by a general court martial, the commanding officer will promptly inform the officer in charge of clothing records of the terms of the sentence, as approved or mitigated, and any later modification thereof. When a general-court-martial prisoner whose sentence includes loss of allowances is released from confinement and restored to duty, either unconditionally or on probation, the officer in charge of his clothing record will notify the Quartermaster, giving the date on which the restoration to duty takes effect, and make appropriate entry in the man's clothing account.

(3) **Issues to prisoners.**—Clothing necessary for the health and comfort of marines serving sentence of general court martial involving loss of pay and allowances, and dishonorable or bad-conduct discharge, may be issued only on the written order of the commanding officer, which must specify the articles to be issued and embody a cer-

tificate that they are necessary for the health and comfort of the prisoners concerned. Such issues are a charge against the appropriation "Miscellaneous expenses, Navy." The issuing officer shall enter on the issue slip covering the issue a notation reading "This clothing issued by order of (state name and rank of the commanding officer ordering the issue), letter dated (state date of the order), as necessary for the health and comfort of the prisoner named herein," and forward the original and duplicate, accompanied by the order, to the Quartermaster. The triplicate copy of the issue slip shall be retained by the issuing officer. Issues made in accordance with this paragraph shall be abstracted on a separate abstract, headed "Issues chargeable to appropriation 'Miscellaneous expenses, Navy,'" which will be the voucher to the property account supporting the expenditure of the articles so issued.

## 15–15

**Entry on NMC–90.**—When the accounts of an enlisted man are closed for settlement on discharge, retirement, or transfer to the Fleet Marine Corps Reserve, the credit or debit shown on the statement of clothing account, NMC–146, shall be entered on the statement closing account for settlement, NMC–90; but when such accounts are closed by reason of death, desertion, or sentence of general court martial, it will not be entered on the statement closing account for settlement or included in such accounts when extended on pay rolls.

## 15–16

(1) **When a man is transferred** his clothing account shall be carefully checked to ascertain whether it is correctly posted up to date, and any errors corrected. The date of transfer and the post or organization to which transferred shall be entered on the line following the last entry and the clothing record forwarded to the man's new station with his staff returns. His account will not be settled unless the date of transfer is so near the semiannual settlement that he will not arrive at new station until after that date, in which case, the account shall be settled before transfer to include the date of semiannual settlement, and the duplicate (yellow) copy immediately forwarded to the Quartermaster. The instructions in this paragraph apply whenever a man is transferred from one accountable unit to another, regardless of the fact that both such units may be attached to the same post or organization.

(2) **Expeditionary service.**—When a large force is ordered on expeditionary service at about the time of the semiannual settlement and the accounts have not been settled, they shall be forwarded with the troops and settled to include the date of the semiannual settlement, as soon thereafter as practicable.

## 15–17

(1) **Responsibility of officers keeping clothing accounts.**—Officers and noncommissioned officers charged with the duty of keeping clothing accounts of enlisted men and certifying statements thereof, NMC-146, will be held pecuniarily responsible for overpayments resulting from errors and omissions except those due to noncompliance with the requirements of the following paragraph.

(2) Commanding officers shall promptly notify the proper officer in charge of clothing records, in writing, of all occurrences and changes affecting the clothing accounts of enlisted men under their command and their right to clothing allowance. The information so furnished must be accurate and sufficiently complete to enable the latter officer to enter on the clothing accounts involved proper debits or credits and other necessary data. When a man joins by enlistment, or from a recruiting office after enlistment, the officer in charge of clothing records shall be furnished with the man's full name, and the date and term of his enlistment. In cases of extension of enlistment, information as to the term of the extension, the date from which it takes effect, and all time lost considered in determining such date, during the original enlistment and prior extension shall be furnished. When a man joins from desertion, or from inactive duty in the Marine Corps Reserve, his full name, date of enlistment, and the actual date of his return to military control from desertion or the date of assignment to active duty in the case of a reservist, shall be furnished. Commanding officers will be held pecuniarily responsible for overpayments resulting from failure to comply with the requirements of this paragraph.

### CHECKAGES

## 15–18

(1) **Checkages for overdrawn clothing.**—When the clothing allowance of an enlisted man for the current year of his enlistment (plus credits from the preceding year) has been exhausted, the value of clothing issued to him in excess of allowance, and the value of all subsequent issues during that enlistment year, shall be checked against his pay on the pay roll for the month in which the issues are made except as provided in paragraph (2). If the man is a reservist of class I (e), II (b), III (b) or III (c), assigned to active duty during last year of current enlistment, checkage should be deferred until the value of clothing issued exceeds one full year's clothing allowance.

(2) **In cases of men transferred,** no checkage for clothing issued after the limit of indebtedness has been reached will be requested, but the notation "Excessive issues" shall be made on the clothing record to inform the officer to whom the record is transferred that

[C. M. C. M. 1.]

the man concerned has drawn clothing in excess of the authorized credit and that checkage against his pay should be requested. This procedure also applies when clothing records are forwarded to another accountable officer, though the men themselves are not trans-

[C. M. C. M. 1.]

ferred, for example, when the clothing accounts of a company are ordered transferred from the regimental quartermaster to some other officer designated to keep them. It shall be the duty of every officer receiving clothing records to examine them carefully as soon as received, and to make immediate request for checkage in the cases of all bearing the notation "Excessive issues."

(3) **Checkage of deserters.**—Requests for checkage for overdrawn clothing (NMC–1) will not be made in cases of deserters after the date of desertion.

(4) When a man is transferred after a request for checkage for overdrawn clothing against his pay has been made, but before the checkage can actually be made on the payroll, his name and the entries set opposite it shall be eliminated from the request (NMC–1), with red ink and the notation "Excessive issues" entered in his clothing record. In no case will the amount requested to be checked for overdrawn clothing be entered in the service-record book, under the head of pending checkages. The instructions on the subject in the service-record book apply only to clothing replaced as provided in paragraph 7, of this article.

(5) **Handling of requests for checkages.**—The original and duplicate of the request for checkage (NMC–1), shall be returned by the officer in charge of the pay roll, properly certified, to the officer who made the request, as soon as the checkages have actually been made and the clothing accounts of the men concerned will be credited the amounts so checked. The original will be forwarded immediately to the Quartermaster, and duplicate retained on file in his office. When the checkage requested can not be made against a man whose name appears on the request, his name and the entries set opposite it shall be eliminated from the request in red ink and the reasons therefor noted thereon before the original and duplicate of the request are returned.

(6) **Responsibility for noncheckage.**—Officers in charge of clothing accounts failing to request a checkage for issues of clothing after the limit of indebtedness has been reached, and officers in charge of pay rolls neglecting to make the checkage requested, will be held pecuniarily responsible for any loss to the Government resulting from such failure or neglect.

(7) **Checkage for clothing replaced.**—When a man loses through neglect, or unlawfully disposes of any article of clothing, the money value of articles issued for replacement shall be checked against his pay, whether the limit of indebtedness has been reached or not. The commanding officer will determine all points involved in such cases and inform the issuing officer of his decision. Such issues will not be entered on an abstract of clothing issued, but will be itemized on NMC–6 and when accomplished to show that the checkage has been made, will be the voucher supporting the expenditure of the article from the property account.

### GRATUITOUS ISSUES

### 15–19

(1) Gratuitous issues of clothing shall be limited to buttons, chevrons, and sleeve insignia of all kinds, service stripes, trousers, stripes, fourrageres, ribbons for decorations, service medals, and miscellaneous medals (with stars, crosses, and numerals when required), special full dress Marine Band uniforms, toilet kits to recruits on first entering the service, and such other articles as may be authorized in the annual "Marine Corps Price List of Clothing, etc."; articles necessary for the health and comfort of stragglers and and deserters recommended for trial by general court martial; clothing required during period from date of expiration of enlistment to date prior to approval of sentence, or date of discharge, in cases of men in the status described in article 15–10 (3) and (5), and the issues authorized in paragraphs (6), (8), and (11) of this article. No other gratuitous issues shall be made, except on specific authority of the Quartermaster.

(2) **Abstract.**—Gratuitous issues of clothing (other than to Hospital Corps men) shall be shown on a separate abstract which will be headed "Gratuitous issues." Except as provided in paragraphs (3) and (5), articles of clothing issued gratuitously must be shown on separate issue slips, and attached to the abstract of issues. When Form NMC–575 is used for an abstract of gratuitous issues, the printed certificate thereon should be modified by striking out that part relating to charging the issues against the clothing accounts of the men concerned.

(3) **How expended.**—Buttons, chevrons, and sleeve insignia of all kinds, service stripes, trousers stripes, and all other articles the gratuitous issue of which may be authorized in the annual "Marine Corps Price List of Clothing, etc.," will not be entered on issue slips, but shall be expended after being abstracted separately on the regular abstract under the heading "Gratuitous issues" and certificate thereon accomplished.

(4) **Entries.**—All gratuitous issues, except those covered by paragraphs (3), (5), and (11), will be entered in clothing accounts sufficiently complete to identify the issue in the column headed "Remarks," showing the authority, voucher number, money value, etc. No entries will be made in the "Debit" or "Credit" columns. The triplicate copy of gratuitous issue slip, NMC–603, should be pasted on inside the cover of the clothing record.

(5) **Toilet kits**, when issued to recruits, shall be entered on the issue slip with regular issues, but money value will not be entered. The word "Gratuitous" shall be written on the slip immediately to the right of the printed words "Kits, toilet," and when so issued shall be included with the gratuitous issues abstracted separately on the

abstract of regular issues. The value of toilet kits issued to those other than recruits shall be included with the charged issues on the reverse side of the abstract of regular issues and charged against the clothing accounts of men concerned.

(6) **Hospital corpsmen** transferred to a Marine Corps post or organization for expeditionary service, or training for expeditionary service, shall be issued gratuitously an initial outfit of outer uniform clothing consisting of the following:

Badges, rating, or mark, hospital corps (as required).
1 belt, trousers, woven.
1 belt, service, with buckle.
1 cap, garrison, service, summer.
1 coat, service, winter.
2 coats, utility. [C. M. C. M. 3.]
1 coat, service, winter.
1 cover, cap, khaki.
1 frame, cap.
1. hat, field, with head strap.
1 ornament, hat, bronze.
2 ornaments, collar, bronze, pair.
1 overcoat (when required by climatic conditions).
1 scarf, service, cotton.
2 shirts, cotton or flannel.
1 shoes, leather, pair; or
1 shoes, field pair. [C. M. C. M. 1.]
2 trousers, service, summer.
1 trousers, service, winter.
2 trousers, utility. [C. M. C. M. 3.]

Such issues are a charge against the Marine Corps appropriation and shall be abstracted on a separate abstract of clothing issued, headed “Gratuitous issues to Hospital Corpsmen,” which, accompanied by the issue slips involved, will be the voucher supporting the expenditure of articles from the property account. A list of the clothing so issued shall be kept in service record of man concerned. The value of any clothing issued to Hospital Corpsmen subsequent to the initial gratuitous issue shall be checked against their pay in the manner prescribed in the last sentence of article 15–18 (7). The provisions of this paragraph do not apply to Hospital Corpsmen ordered to duty in a hospital at a Marine Corps post in the United States.

(7) In case of transfer from expeditionary service or expeditionary training service, all Marine Corps clothing in possession of Hospital Corpsmen issued to them gratuitously shall be turned in to the Marine Corps. If the man transferred does not possess sufficient Navy clothing suitable for the climate and season of the year, he will be permitted to retain such Marine Corps clothing in his possession as is absolutely necessary, and the commanding officer of his next station shall be requested to turn it in to the nearest post quartermaster.

(8) **Replacement of clothing destroyed (fire or contagion).**—The gratuitous issue of articles of clothing necessary to replace such as have been destroyed to prevent contagion, or rendered unserviceable in

fighting a fire threatening the destruction of Government property, is authorized. Issues must be based on the official report and recommendation of the surgeon of the post or vessel and the order of the commanding officer directing the destruction of the clothing, certified copies of which shall be attached to the abstract of clothing. An inventory of the articles to be destroyed shall be made, under the supervision of an officer (or, if no officer is available, a noncommissioned officer), their destruction carried out in his presence, and only those articles actually destroyed shall be replaced. In the case of issues made to replace clothing rendered unserviceable in fighting a fire, the commanding officer's order directing the issue (which must specify articles to be replaced and state the circumstances) shall be attached to the abstract of clothing.

(9) **Replacement of clothing lost or destroyed in action.**—When articles of clothing issued and charged to an enlisted man on his clothing allowance have been lost, destroyed, or rendered unserviceable (otherwise than by fair wear and tear) in action, through no fault on his part, replacement thereof by gratuitous issue in the manner provided in paragraph (8) of this article is authorized.

(10) **Replacement of clothing lost, destroyed, etc.**—When, in cases other than those covered by paragraphs (8), (9), and (11), articles of clothing issued and charged to an enlisted man during his current enlistment have been lost, destroyed, or so damaged as to be unfit for use, through no fault on his part, a board of survey will be ordered to investigate the circumstances and determine what credit should be allowed. The length of time articles have been in use, condition, number of like articles remaining in his possession, length of time man concerned has to complete his enlistment, and the articles to be drawn on account of loss to enable him to perform his duties should be considered. A sworn statement of the man concerned, listing articles lost or rendered unserviceable, their condition, length of time in use, and an inventory of like articles remaining in his possession immediately after the loss, will be attached to the report of the board. In determining the amount of credit to be recommended, the board will take into consideration only such articles lost or rendered unserviceable which, together with like articles remaining in his possession immediately after the loss, do not exceed the quantity of such articles that is ordinarily necessary to have in his possesion for the performance of his military duties and will be necessary to replace before expiration of enlistment. No credit for articles issued during a previous enlistment will be allowed. The board will submit its report in duplicate, which, after action by the approving authority, will be forwarded to the Quartermaster for final action. Upon notification of final action, the accountable officer will credit (if necessary) the account of man concerned, stating purpose and authority therefor. Articles of clothing necessary to be issued to replace those lost or rendered unserviceable will be charged in clothing account as a regular issue, but should such

issues exceed the allowance specified in article 15-18 (1), checkage against pay will be held in abeyance pending receipt of final action by the Quartermaster.

(11) **For burial.**—When it is necessary to issue new clothing for use in the burial of a deceased marine, the expense of the issue will be borne by the United States. Such issue shall be made on the order of the commanding officer, which must cite the necessity therefor and be attached to the abstract of gratuitous issues of clothing.

### SPECIAL ISSUES

### 15-20

(1) **Ponchos** will be issued for use and accounted for in the same manner as prescribed for arms and equipment.

(2) **Rubber coats, hats, and boots** shall be issued, on memorandum receipt, to enlisted men only, for use only when actually on duty. These articles shall be carried and accounted for on the property account while in use, and when no longer serviceable should be brought before a board of survey for disposition. A list of other articles of clothing to be issued and accounted for in this or similar manner will be published in the annual "Marine Corps Price List of Clothing, etc."

### 15-21

(1) **White caps, coats, and trousers** (for cooks and messmen) will be issued and accounted for in the same manner as prescribed in article 15-20 (2).

(2) Trousers, white, when so issued will be dropped as Trousers, white, and taken up as Trousers "C&M" by certificate. They will be plainly marked "C&M" in the back on inside of waist band, using marking machine, stencil, or stamp, letters to be one-quarter inch high.

(3) Unserviceable cooks' clothing will be brought before a board of survey in the same manner as other articles issued on memorandum receipt.

### 15-22

(1) **Issues to deserters.**—Uniform clothing, as may be necessary for their health and comfort only, will be issued to enlisted men who surrender or are delivered to Marine Corps authorities as stragglers or deserters from the Marine Corps and who are recommended for trial by general court martial, upon written order of commanding officers. Such men retained in confinement, if convicted, will be transferred to prison in the clothing worn by them when received into the custody of the Marine Corps. The commanding officer authorizing issue shall specify in his order the articles and certify that they are necessary for

the health and comfort of the prisoner. Such issues shall be made from clothing left by deserters and turned in to the officer in charge of clothing. If the articles required cannot be furnished from clothing left by deserters, the issue will be made from stock and the value of the clothing issued charged against the clothing account of the man concerned. If he is not entitled to clothing allowance, the issuing officer will place on the back of the issue slip the following certificate: "I certify that the articles of clothing receipted for on this slip were issued by order of (give name and rank of commanding officer ordering the issue), letter dated (give date of the order), as necessary for the health and comfort of the prisoner named hereon, and that such articles are not available for issue from deserters' clothing on hand." A certified copy of the order shall be attached to the issue slip and the issue shown on a separate abstract, headed "Gratuitous issues," which will be used as a voucher to the property account.

(2) **Issues to men in nonpay status after expiration of enlistment.**—Necessary issues of clothing to men in the status described in article 15–10 (3) and (5) will be made and dropped from the property account in the same manner as those prescribed in paragraph (1) of this article.

### CLOTHING OF DESERTERS AND MEN ENLISTED FRAUDULENTLY, ETC.

### 15–23

(1) **Left by deserters.**—The accountable officer in charge of clothing, shall retain the uniform clothing left by deserters, for loan to applicants for enlistment, under the direction of the commanding officer, and as prescribed in article 15–22 (1–2). When a surplus of such clothing accumulates a report of the fact shall be made to the Quartermaster.

(2) **Of men enlisted fraudulently.**—Whenever an enlisted man is convicted of fraudulent enlistment and sentenced to be discharged or confined in prison, his commanding officer shall secure all uniform clothing issued to him by the Government, before discharge or transfer to prison. Clothing so collected shall be turned over to the officer in charge of clothing, who shall take up on his property accounts, by certificate, such articles as are fit for reissue and retain the others for purposes described in the preceding paragraph. (See art. 3–30.) [C. M. C. M. 1.]

(3) **Issue of civilian clothing.**—(*a*) The outfit of civilian clothing authorized to be issued in accordance with the provisions of article 3–30 (1) to enlisted men discharged for bad conduct, unfitness, undesirability (including for fraudulent enlistment), or inaptitude will be limited to the following articles:

1 hat or cap.
1 trousers.
1 coat.

[C. M. C. M. 1.]

1 belt (when a vest is not furnished).
1 vest (when appropriate to the season of the year).
1 overcoat (during cold season of the year only, when the man does not possess a serviceable uniform overcoat and one cannot be furnished him from deserters' effects or renovated clothing on hand).

(*b*) The expense involved, which in no case will be permitted to exceed a total of ~~$15,~~ $25 is chargeable to the appropriation "General Expenses, Marine Corps." When a vest is furnished, a pair of regular issue suspenders (or in lieu thereof a woven trousers belt) will be issued gratuitously. When the man does not possess a serviceable flannel, cotton, or civilian shirt, and a properly laundered shirt cannot be furnished him from deserters' effects or renovated clothing on hand, a cotton or flannel shirt will be issued gratuitously. A field scarf will be issued gratuitously, when necessary.

(*c*) Issues of necessary civilian clothing to enlisted men discharged dishonorably or with a bad-conduct discharge, pursuant to sentence of a general court martial not involving confinement in a naval prison when discharged, will be made and charged as prescribed in the preceding paragraphs for men discharged for bad conduct. Such men are not classed as general-court-martial prisoners, within the meaning of paragraph (*g*) of this article. (See C. M. O. 11, 1931, p. 12, which defines naval prisons.)

(*d*) The issue of civilian clothing to a man discharged under the above-stated conditions is not a gratuity to which he is entitled whether he needs it or not, but is authorized by law when necessary. Only such articles authorized herein will be furnished the man to be discharged if not in his possession and are necessary to enable him to leave the place of discharge presentably clothed in a manner suitable to the season of the year. Commanding officers will give this matter their personal attention with a view to effecting strict economy and at the same time protecting the welfare of the man discharged. If the man desires to procure a suit of civilian clothing at his own expense, in preference to accepting that which can be furnished him at Government expense, and he has sufficient funds for the purpose, over and above the minimum of $25 authorized in certain cases to meet immediate needs, he will be permitted to do so. (See art. 25-106.)

(*e*) Civilian clothing will not be carried in stock, but will be procured and issued by officer in charge of clothing, as needed, upon written order of the commanding officer, which will state the articles to be issued and the necessity therefor. A receipt for the articles issued will be taken from the man to whom the issue is made. The receipt and a certified copy of the order will be the property account voucher supporting the expenditure. The original order will be attached to the voucher covering payment for the clothing so issued.

(*f*) Civilian clothing will be procured under a Navy contract, where possible. At posts where a Navy contract is not available such clothing will be procured by annual contract where the number of discharges involving the issue of civilian clothing is likely to be sufficiently large to warrant it, and by emergency purchases where such discharges are not likely to be numerous. The contract will be formal when the total of the purchases during the fiscal year is apt to exceed $500, and informal where the total purchases are not likely to reach that amount. Second-hand suits in good condition, properly renovated and disinfected, will be acceptable, but suits made of cotton or linen fabrics will not be purchased.

(*g*) General-court-martial prisoners serving sentence involving a term of confinement and a dishonorable or bad-conduct discharge, whose pay accounts are carried by a Marine Corps paymaster, will, upon discharge in accordance with the terms of their sentence, be furnished necessary civilian clothing as prescribed herein for men specified in paragraph (*a*). The expense in such cases where sufficient funds are not available to the prisoner to defray same is a charge against the appropriation "Miscellaneous Expenses, Navy." The cost is limited to ~~$15~~ 45 for the outfit without an overcoat, including the cost of the articles of service clothing that may be issued gratuitously as provided in paragraph (*b*). In addition thereto, when it is necessary to issue a civilian overcoat, one not exceeding $10 may be furnished.

(*h*) In order that proper charge for civilian clothing issued to general-court-martial prisoners specified in the preceding paragraph may be made, the officer issuing the clothing will furnish the settling paymaster a request for checkage, covering the cost thereof (including cost of service clothing issued gratuitously) in sufficient time to enable that officer to prepare final settlement. The final settlement to be prepared in accordance with the instructions contained in article 2153, Bureau of Supplies and Accounts Manual.

## FIT OF CLOTHING

## 15-24

(1) **Try-on.**—Men drawing clothing shall be required to try on outer garments before taking them. It is the practical and surest way to obtain a proper fit. Clothing is supplied to the service in such a variety of sizes that alteration of garments should not be necessary, except in rare cases, if careful attention is paid to trying on at time of issue. Alterations will not be permitted, even at personal expense, except upon authority of the company or detachment commander. When authorized by the Major General Commandant, and when stocks do not permit of proper fitting, alterations at Government expense will be effected by the post quartermaster. Issues of garments of a larger size than required for a proper fit, for the purpose of alterations, will not be made except in cases where garments of proper size are not on hand and cannot be procured in time to meet the need.

(2) **Sizes.**—Particular attention is called to the various sizes of coats and trousers. The conformation of the men varies. To provide for this, "long," "medium," and "short" coats and trousers are manufactured. Complaints are occasionally made that coats part in front at the bottom. Experience shows that in most cases this parting is due to one or two causes—men have had coats taken in at the hips or seat, or the coats issued are too small over the hips or seat. For illustration, a man may seem to require a No. 2 "medium" coat; it is possible that a No. 3 "short" will fit better. Special care in this respect shall be observed in the issue of garments.

(3) **Hooks prohibited.**—Enlisted men will not be permitted to attach hooks below the bottom button of the uniform coat.

### MARKING OF CLOTHING

### 15–25

(1) **Every article to be marked.**—Every article of clothing in possession of enlisted men shall be plainly and indelibly marked with the owner's name, using a marking machine, stencil, or stamp for the purpose, the letters to be one-quarter inch high and similar in style to the following sample:

**J. T. SMITH**

(2) **Manner of marking.**—These names shall be marked in black on light-colored material and in white on dark-colored material and shall be placed on the several articles as follows:

*Belt, dress; belt, service:* In center of under side of belt, parallel to top, and 6 inches from plate or buckle.

*Belt, trousers, woven:* In center of under side of belt, parallel to top, and 6 inches from buckle.

*Cap; frame, cap; hat, field:* On inside of sweatband, in the center, at the right side, and parallel to edge.

*Cap, garrison:* In center of lining of right side, 1 inch from and parallel to lower edge.

*Coat, dress; coat, service, winter; overcoat:* On lining of right sleeve, near and parallel to the shoulder seam.

*Coat, dungaree:* Inside, under the pocket on left breast.

*Coat, service, summer:* Inside, on right facing, under the pocket, and parallel to upper stitching.

*Cover, cap:* Inside of band, on right side, on double edge.

*Coveralls:* Inside, under the pocket on left breast.

*Drawers:* On the outside of right half waistband, parallel to top edge.

*Gloves, cotton:* Inside wrist, parallel to edge.

*Gloves, leather:* Inside wrist, parallel to edge.

*Gloves, wool:* Sew small piece of white cloth on inside of glove, back of wrist. Mark parallel to edge.

*Kit, toilet:* 1½ inches from, and parallel to, upper edge.

*Leggings, canvas:* On the inside, 1 inch from, and parallel to, the top.

*Poncho, rubber:* On inside, rear of neckpiece.

*Scarf, service, cotton:* In the center of the neck loop of scarf.

*Shield, cap:* On under side of cloth, 1 inch from, and parallel to, sewed edge of celluloid strip.

*Shirt, cotton and flannel:* In the center of the inside, rear, of the collar band, parallel to the seam joining back to collar.

*Shoes:* Inside, near top, parallel to upper edge.

*Socks, cotton and wool:* On the smooth weave of the sock, 1 inch from, and parallel to, the seam joining the ribbed and the smooth weaves.

*Trousers:* Inside right waistband.

*Undershirt:* Across center of back, inside, 1 inch below collar.

(3) Blankets shall be marked with the owner's name in white block letters 1 inch in height, similar to the standard stencil issued by the Quartermaster's Department, on the face of the blanket in the center of the lower stripe.

(4) Bags, clothing, shall be marked in black block letters one-half inch in height in the place provided on the side, and, in addition, on the bottom in the center.

(5) Post laundries will place numbers, names, or other marks on the articles of clothing in the places designated in the preceding paragraphs.

(6) Articles of clothing issued on temporary memorandum receipt will not be marked.

### PROTECTION OF WOOLEN CLOTHING

### 15-26

**Protection from moths.**—Officers and noncommissioned officers in charge of clothing shall procure from the depot quartermaster the necessary quantity of naphthalene to prevent damage to woolen clothing by moths. Woolen clothing must be frequently inspected and particular care taken to prevent such damage.

### DESTRUCTION OF CLOTHING OR OTHER PROPERTY

### 15-27

(1) **To be inventoried.**—When clothing or any other Government property is ordered to be destroyed and the articles to be destroyed and the quantities thereof are not enumerated in the order, a board should be requested to make an inventory of the property, except in cases where this is manifestly impracticable, such as destruction of property to prevent its capture by an enemy or to prevent the spread of a conflagration. Such inventory, in duplicate, duly approved and accompanied by certified copies of the order directing the destruction of the property, will be the accountable officer's voucher for expending the articles destroyed from his property account.

(2) **Orders to be obtained.**—Before destroying or abandoning Government property of any kind, the responsible officer should always obtain the necessary orders.

### 15-28 to 16-0

## CHAPTER 16

# TRANSPORTATION

### GENERAL PROVISIONS

### 16–1

**The Quartermaster Department** is charged with furnishing the means of transportation required in the movement of troops and material of the Marine Corps. The following instructions must be observed in procuring transportation unless there are special reasons which necessitate deviation therefrom, in which case a full report shall be made immediately to the Quartermaster.

### 16–2

**Officer furnishing transportation.**—An officer, charged with the duty of furnishing transportation, should familiarize himself with traffic conditions out of his post or station in order that passengers and freight may be forwarded by the most economical routes. He should keep advised as to any special rates that may be permanently or temporarily in effect from his post or station, and the lines over which tourist cars are operated. This information can be secured from the local agent of the carrier. Should additional information be desired or should any doubt arise as to the application of rates or any other points connected with transportation, advice should be requested from the Quartermaster.

### 16–3

**Water lines.**—Where water lines can be used, the rates charged by such lines are as a rule considerably lower than those charged by all-rail carriers, and issuing officers stationed at a post that is on, or contiguous to, a seaport should ascertain and compare the rates charged by all-rail, rail-and-water, or all-water routes, in order that the most economical route may be used.

## 16-4

**Liability of vessel owners.**—Vessel owners are not liable for losses resulting from dangers of the sea, provided the owner of any vessel suffering such loss exercised due diligence to make the vessel in all respects seaworthy and properly manned, equipped, and supplied. Statutes limiting the liability of vessel owners for losses incident to navigation being for the public good, the Government is bound by them although not expressly named therein.

## 16-5

**General average.**—The doctrine of general average is founded on the principle that what is sacrificed for the benefit of all should be made good by the contribution of all. The Government is not liable for the payment of general average charges assessed against property of officers of the military and naval forces of the United States when being transported at Government expense on change of station, the obligation to pay therefor being that of the owners of the property (Comp. Gen. Dec. A16631; 6 Comp. Gen. 173).

### TRANSPORTATION OF OFFICERS, ENLISTED MEN, AND CIVILIAN EMPLOYEES

## 16-10

**By whom authorized.**—Transportation will be furnished on the order of the Commandant of the Marine Corps or other person authorized to direct the transfer of troops and civilian employees. [C. M. C. M. 2 and 3.]

## 16-11

Travel by personnel on commercial aircraft, domestic or foreign, including travel between airports and centers of population or posts of duty when incidental to travel on commercial aircraft, shall be allowed at public expense when authorized or approved by competent authority, and transportation requests for such travel may be issued upon such authorizations. Such expense shall be allowed without regard to comparative costs of transportation. (Public Law 607, June 16, 1942.) [C. M. C. M. 3.]

## 16-12

(1) **Reimbursement** can only be made in such amounts as the Government would have paid had the transportation been officially requested, and in view of the fact that the Marine Corps is a party to various agreements which cover practically the entire United States, whereby certain concessions in fares are granted by the carrier parties thereto in exchange for transportation requests, officers, civilian employees (entitled to receive actual travelling expenses

only), and enlisted men should, whenever practicable, be furnished requests for such transportation as may be required when traveling on public duty.

(2) Claims for reimbursement for expenditures from personal funds for transportation by common carrier will in all cases be supported by individual receipts. Such claims will be made on standard voucher Form No. 1012, supported by the original and two certified copies of orders.

(3) Whenever, under competent orders which entitle them to transportation or transportation and subsistence as distinguished from mileage, officers and enlisted men travel by privately owned conveyance they are entitled, in lieu of transportation in kind over the shortest usually traveled route, to a money allowance at the rate of 3 cents a mile for the same distance (56 Stat. 364.) Such mode of travel must either be authorized by the travel orders or be approved by the Commandant of the Marine Corps after the travel has been performed. [C. M. C. M. 2 and 3.]

(4) Officers who issue travel orders to enlisted men may authorize travel by privately owned conveyance unless specifically prohibited. This privilege should be exercised carefully and in general confined to men of the first three pay grades, but in exceptional cases, may be extended to men of the lower grades. The record of the applicant should justify the privilege; he must possess an automobile in good mechanical condition, and hold a valid operator's permit.

(5) Claims by enlisted men for reimbursement authorized in the preceding paragraph will be presented on standard voucher Form No. 1012, supported by the original and two certified copies of orders, showing the date and hour of departure from station and arrival at destination and the mode of transportation used, and will be submitted direct to the Quartermaster for settlement, except in the case of personnel reporting at a post or station where a disbursing officer of the Quartermaster Department is stationed, claims will be submitted to such disbursing officer for payment, and personnel reporting at posts or stations in the Department of the Pacific or the Western Recruiting Division, whose claims will be submitted to such disbursing officer for payment, and personnel reporting at posts or stations in the Department of the Pacific or the Western Recruiting Division, whose claims will be submitted to the Disbursing Officer, Quartermaster Department, Depot of Supplies, San Francisco, Calif., for payment. The claim may also include expenditures for subsistence not to exceed that authorized in article 14–103 (3) (*b*), provided cash was not advanced at time of departure from starting point, and a statement to that effect is inserted on the claim. An oath is not required in connection with this class of claims; therefore, the affidavit form will be altered and executed as a certificate by striking out the words "do solemnly swear (or affirm)" and substituting the words "hereby certify" (15 Comp. Gen. 28). [C. M. C. M. 1 and 3.]

(6) **Transportation, enlisted men on furlough.**—When an enlisted man makes a permanent change of station, not as a part of an organization, and when the change is not for his own convenience, he is entitled to transportation at the expense of the United States by the shortest usually traveled route, and his right in that respect is not affected by the fact that he may be granted a furlough to be availed of en route.

### 16–13

**Traveling on official business.**—No person connected with the Marine Corps will be furnished with a transportation request unless he is traveling on official business, except by order of the Commandant of the Marine Corps, in which case the value thereof will be checked against the account of the person transported. [C. M. C. M. 2.]

### 16–14

**Endorsing orders.**—Transportation furnished upon orders to or from duty shall be endorsed upon the original orders, giving such data as request numbers, date of issue, and complete routing.

### 16–15

**Beyond continental limits of United States.**—Transportation from points beyond the continental limits of the United States will be furnished on United States Government conveyance whenever practicable, and the officer or enlisted man in charge of a detachment, or an enlisted man traveling alone, will be directed to report upon arrival in the United States to a representative of the Quartermaster Department for transportation to the ultimate destination, or, if there is no such representative in the immediate vicinity, to the commanding officer of such marine barracks as may be nearest to the place of debarkation.

### 16–16

**Foreign stations.**—Officers or civilian employees ordered to travel without troops to or from foreign stations, should apply to an officer of the Quartermaster Department for the necessary transportation for the sea travel involved. Duplicate certified copies of orders with all endorsements thereon will be forwarded to the paymaster concerned. (See arts. 16–14 and 16–150.)

## 16–17

(1) **Travel of detachments.**—Routings desired will be obtained from the Quartermaster when there are 15 or more men in the party. Dispatches advising the Quartermaster of contemplated movements should contain the following information: Date of movements, destination, number of men (and officers, when 15 or more), and number and kind of cars other than coaches or sleeping cars when required such as baggage or freight, box, flat, horse, etc. Special standard sleeping or parlor cars will not be furnished for less than 18 officers. The necessary number of coaches based on three men to two seats, or sleeping cars based on two men to a section, will be provided in all cases when practicable. [C. M. C. M. 2.]

(2) In order to facilitate the movements of organized units of troops from ports of entry in the United States to final destinations, the commanding officer of such troops will furnish the Quartermaster the following information as far in advance of the date of arrival as practicable:

Name of vessel, date and hour of arrival.
Number of commissioned and enlisted personnel.
Baggage cars required for personal baggage.
Freight equipment such as box, flat, gondolas, etc., required for equipment.
Date and hour organization is to depart from port of entry.

## 16–18

**Enlisted men upon retirement** will be furnished the same class of transportation and subsistence to their homes as specified for their grade while in active service. A period of 1 year from date of retirement is fixed as the time during which transportation may be furnished to retired enlisted men. (See art. 16–171 (12) (*c*).)

## 16–19

**Enlisted men without funds.**—When an enlisted man (straggler or deserter) who is absent without leave from his station and is without funds to return thereto, or an enlisted man on furlough without funds, reports at

funds, reports at another station, the issuing officer at such station is authorized to furnish necessary transportation and subsistence for the return of the enlisted man to his proper station. The cost of the transportation and subsistence thus furnished will be a proper charge against the pay account of the enlisted man concerned, and the necessary steps will be taken to have the checkage made and a report of same furnished the Quartermaster on Form NMC-698. Full commercial tariff fare will be checked for the transportation furnished for a deserter or straggler traveling alone; for stragglers voluntarily returning to their station without guard, and for men reporting from furlough without funds. The net Government fare will be checked for transportation furnished for a deserter or straggler traveling under guard. (See art. 18-76.)

### 16-20

**Witnesses.**—Officers and enlisted men reporting as witnesses before a civil court should receive from the civil authorities the necessary expenses incurred in travel and attendance; neither mileage nor travel allowance will be paid in such cases by the Marine Corps. If, however, it is absolutely necessary to furnish them transportation in kind to enable them to appear as witnesses for the Government before a civil court of the United States, an account of such expenditure, together with the evidence that they were properly subpœnaed and did attend the court, will be forwarded to the Quartermaster for presentation to the Department of Justice. Officers providing such transportation will notify the marshal of the court that it was furnished, specifying points between which furnished, whether one way or round trip, and that it was furnished to enable the witnesses to perform the requisite journeys in obedience to the summons. Transportation requests issued under above authority will be endorsed: "Payable by Department of Justice" (28 U. S. C. 604; 3 Comp. Gen. 271; 11 Comp. Gen. 142).

### 16-21

**Civilian employees traveling under orders.**—(See art. 24-125.)

### 16-22

**Extra-fare trains.**—The use of extra-fare trains by officers on recruiting duty is not authorized. If for any reason such trains are used, the excess cost must be borne by the officer so traveling.

### 16-23

(1) **Aviation cadets.**—Aviation cadets of the Marine Corps Reserve, while traveling under orders en route to Pensacola, Fla., for active duty undergoing training, or when traveling under orders in the

performance of active duty, or when traveling under orders en route to their homes or places of appointment for detachment from active duty or active duty undergoing training, will be issued transportation requests for first-class railroad and pullman accommodations (lower standard berth or parlor-car seat) and cash for subsistence at the rate of 75 cents per meal and transfers of person and baggage. The subsistence allowance for fractional parts of a day will be computed on the basis of hours of departure and arrival, and cash for meals will be issued as follows:

*Breakfast:* If the hour of departure is before 8 a. m., or the hour of arrival after 8 a. m.

*Luncheon:* If the hour of departure is before 1 p. m., or the hour of arrival after 1 p. m.

*Dinner:* If the hour of departure is before 7 p. m., or the hour of arrival after 6 p. m.

(2) Travel by privately owned conveyance is authorized. (See art. 16–12 (3).)

(3) When traveling under competent orders, by Government aircraft or beyond the continental limits of the United States, Marine Corps Reserve aviation cadets shall receive the same allowances for traveling expenses as are now, or may hereafter, be authorized by law for officers of the Navy.

(4) The cost of transportation and subsistence furnished aviation cadets is chargeable to the appropriation "Pay, Marine Corps," and transportation requests should be noted "Bill to the Paymaster, Marine Corps, Washington, D. C."

### 16–24

**Enlisted men of the Marine Corps Reserve, engaged on active duty,** are entitled to the same class of transportation and sleeping-car accommodations as are enlisted men of the Marine Corps of like grades.

### 16–25

**Discharged enlisted men entitled to sea travel** and reporting within one year from date of discharge to the representative of the Quartermaster's Department at port of embarkation, will be furnished the necessary transportation and subsistence for the sea travel involved, said transportation to be furnished, upon proper identification, on Government vessels in all instances, when practicable.

### 16–26

**Transportation for applicants for enlistment,** accepted or rejected, is "nonmilitary," and the regular commercial fares, less 5 percent allowance, apply for this class of travel. The carriers also apply equalization of fares between competitive points via usually traveled routes; therefore this travel should be equitably divided as provided in article 16–55.

## 16–27

(1) **Enlisted men under 18 years of age,** discharged on the application of either of their parents or legal guardian will be furnished transportation in kind, but not subsistence from the place of discharge to the railroad station at or nearest to the place of acceptance for enlistment, or to their bona fide homes, if the distance thereto is not greater, but if the distance be greater, they may be furnished transportation in kind for a distance equal to that from the place of discharge to the place of acceptance for enlistment. Pullman accommodations in accordance with existing regulations will be furnished to the proper destination under conditions stated herein (34 U. S. C. 895).

(2) The above-mentioned transportation should be recorded in the usual manner on the "Weekly report of transportation issued" and the notation, "Discharged man, act of September 22, 1922," entered in the "Remarks" column on such form, also in the lower left-hand corner of all transportation requests issued for this class of travel.

## 16–28

(1) **Free baggage allowance.**—The following named articles transported by either regular or special trains in connection with troop movements will be included in the free baggage allowance:

Desks, field (company).
Desks, field (regimental).
Dispensaries (battalion).
Dispensaries (regimental).
Litters with sling.
Tools, cobblers' kits.
Typewriters (properly inclosed).

The following additional articles will be included in the free baggage allowance when transported in special-train movements:

Ranges (installed in car and used in the preparation of food to be consumed en route).
Rations (travel, to be consumed en route).

(2) **Installation of ranges.**—Where ranges are installed for the above purpose, all labor incident to such installation, as well as to the removal thereof, will be performed by the Government, and in no case will the carrier be requested to perform such service.

(3) A field range No. 1 may be installed in a baggage or other car as an emergency kitchen-car equipment. The method of installing this range in a baggage car will be as follows:

(*a*) To install the field range No. 1 in a baggage car as a part of an emergency kitchen equipment, when kitchen cars are not available, construct a box 7 feet long by 3 feet 6 inches wide and about 12 inches deep, inside measurements, with bottom, using 1½- or 2-inch material. Line the sides, ends, bottom, and top edge of box with galvanized iron or zinc. Place box in car on 2 by 4's, running lengthwise on one side of car about 2 feet from the side, giving a 4-inch air space between bottom of box and floor of car; box to be securely fastened to 2 by 4's. Aline box so that when range is set up the center of smoke-pipe opening will be in alinement with the center of top ventilating window, through which it is intended to carry stovepipe; range to be set up with oven toward front of train where possible. Fill box with dirt up to about 2 inches of the top. Do not use sand under any circumstances. Place a brick flush with top of dirt at each of the four corners where oven will be set. Place range in box so that front and oven end will be 4 inches from end of box and deep enough in the box so that when oven door is opened it will lie flat on edge of box. Place a brick at each front corner in the 4-inch space between the front end of range and end of box in order to prevent range from shifting. Place boiling plate in box, the end resting on top of angle iron on rear of range. Place a brick under each front corner of boiling plate flush with top of dirt. Six bricks, placed three to the side, will serve to hold the range securely in position while the car is in motion. The alamo attachments are not used when range No. 1 is installed in the above manner.

(*b*) Fasten range and boiling plate firmly to box by means of strap iron or wire. Fill space between range, boiling plate, and side of box with soft mud to prevent heat from escaping. Three and even four field ranges may be installed in a car.

(*c*) Remove one of the top ventilating windows from car; tack tent guards, furnished with each range, over the opening, one on the outside of the car and one on the inside. Carry stovepipe up and out through the opening. End of pipe should extend about 6 inches outside of the ventilator opening. Elbow should be placed on end of pipe facing up and wired firmly to car. Wire stovepipe firmly to both sides of car.

(*d*) Box can be held firmly in position by securely cleating or nailing 2- by 4-inch strips upon which it rests to the floor of car. This is important and must not be neglected.

(*e*) The following additional equipment to that supplied with each range is necessary: Two galvanized-iron water cans, two galvanized-iron buckets, one stovepipe elbow, and 100 feet of wire.

(*f*) Water cans should be filled on every possible occasion when stops are made.

## 16-29

(1) **Escorts for bodies of deceased officers and enlisted men.**—Transportation may be issued for one escort to accompany the body of an officer or enlisted man, including retired officers and retired enlisted men who die while on active duty, to the place of burial. The escort will accompany the body, and the transportation request will be

issued in the name of the escort for two tickets, one first-class ticket for the corpse, and one first-class, intermediate, or coach ticket for the escort, according to his rank or status. A separate transportation request will be drawn for the escort in cases where round-trip transportation is required or different appropriations involved. Officers detailed as escorts will travel in a mileage status. Enlisted men will be furnished with all travel allowances provided by regulations, including subsistence and quarters, while in a detention status. (See table II, art. 14–103.) A relative or friend (not in the naval service) who accompanies a body in lieu of a service escort will be provided with transportation ("corpse escort" ticket) and one lower berth or seat in parlor car. Transportation for civilian escort is limited to the cost of round-trip travel between place of death or port of entry and place of burial, and such round-trip transportation may be furnished originating at any of these points. Transportation may also be furnished from any point at which the escort may be located to place of death or port of entry in the United States, thence to place of burial and return to starting point, or, if escort does not desire to return to starting point, transportation may be furnished to any place selected, but in any case the total expense shall not exceed the cost of round-trip transportation from the place of shipment to place of burial (Comp. Gen. Dec. A–38287, August 31, 1931, and B–9374, April 16, 1940; see art. 16–44).

(2) Civilian escorts, while traveling in the United States, will also be allowed subsistence expenses, including meals, lodging, bath, and tips at meals and hotel, not to exceed $5 per day, and not to exceed, for individual items, the following amounts:

| | |
|---|---|
| Meals on train or boat (receipts required): | |
| Breakfast | $1.25 |
| Midday | 1.25 |
| Dinner | 2.00 |
| Single meals, not on train or boat (receipts required) | 1.25 |
| Tips[1] at meals, each | .15 |

The following additional items, not to exceed the amounts shown, will also be allowed:

| | |
|---|---|
| Tips[1] to porters (exclusive of meal tips) on train or boat: | |
| Per day | $0.50 |
| Trips less than 5 hours | .25 |
| Baggage: Transfer; actual cost not to exceed 2 pieces for which receipt must be furnished; in absence of receipt, charge not to exceed | 1.25 |

Tips:[1] Fees to expressmen and porters on arrival at and departure from hotels and stations not to exceed 15 cents for 1 piece, or total payment 25 cents when the service is rendered in connection with the transportation of baggage.

Checking: Fees for checking baggage at stations and hotels not to exceed 10 cents for each piece.

Taxi: The usual taxicab fares from station or wharf to place of abode or place of abode to station or wharf will be allowed and receipts will not be required.

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[1] Reimbursement will not be made for tips given in a State having antitipping laws prohibiting such tips.

(3) **Outside the United States.**—When the body is returned from points outside the continental limits of the United States, a relative or other civilian escort will be furnished with one first-class passage at minimum rate, and will be allowed fees for sea travel, for the duration of the voyage, including dates of embarkation and disembarkation, as follows:

Trips of 10 days or less, per day, $1.50.

Trips of 11 to 20 days, $1.50 per day for the first 10 days, and $1 per day for each day in excess of 10 days.

Trips exceeding 20 days, $1.50 per day for the first 10 days, $1 per day for the second 10 days, and 50 cents per day for each day in excess of 20 days.

Steamer chair and rug for duration of the voyage, including dates of sailing and arrival, minimum commercial rates, actually charged.

Fees for sea travel must be supported by an itemized list of expenditures on account of tips and by receipts for expenditures claimed for use of steamer chair and rug.

(4) Reimbursement of authorized expenditures will be made upon the submission of an itemized claim in duplicate on standard Form 1012, direct to the Quartermaster, together with substantiating receipts and two certified copies of letter authorizing travel. Civilian escorts will be instructed by issuing officers regarding the submission of such claims.

(5) **Cremated remains.**—In the case of cremated remains the escort will be furnished transportation in like manner as above except that one ticket only ("corpse escort") will be furnished, and the receptacle containing the remains actually carried by the escort and delivered at authorized destination. (See arts. 3–4 and 18–71.)

(6) For instructions regarding transportation of personal effects of deceased officers and enlisted men see article 16–270.

## 16–30

(1) **Transportation for general-court-martial prisoners.**—Enlisted men discharged dishonorably or with a bad-conduct discharge, unless confined at time of discharge pursuant to a sentence of a general court martial, are not entitled to transportation.

(2) General-court-martial prisoners serving sentence involving a term of confinement and a dishonorable or bad-conduct discharge, whose pay accounts are carried by a Marine Corps paymaster, will, upon discharge in accordance with the terms of their sentences, be furnished transportation to their homes or places of enlistments or to any other place in the United States to which the cost of transportation does not exceed cost of transportation to their homes or place of enlistment as the commanding officer may consider to be to their best interests, of the class authorized for privates traveling under orders, including necessary sleeping accommodations, subsistence, and transfers en route, and will be designated on the transportation requests covering such transportation and on the weekly

report of transportation as "Discharged prisoners." Transportation so furnished is payable by the Bureau of Supplies and Accounts, is classed as "Nonmilitary," and is chargeable to "Fines and forfeitures, Navy." Transportation requests in such cases will be marked "To be billed to the Bureau of Supplies and Accounts, Navy Department."

(3) In order that the proper charge for transportation and cash advanced for subsistence and transfers en route issued upon discharge to general-court-martial prisoners specified in the preceding paragraph may be made in the final settlement, the issuing officer will furnish to the settling paymaster a request for checkage covering the cost thereof in sufficient time to enable the settling paymaster to prepare a final settlement for delivery on discharge, the final settlement to be prepared in accordance with the instructions contained in article 2153, Bureau of Supplies and Accounts Manual.

## TRANSPORTATION REQUESTS

### 16-31

(1) **Issue of books.**—Books containing transportation requests will be issued to assistant quartermasters, post quartermasters, commanding officers of posts where there are no post quartermasters, recruiting officers, and any others who may be authorized to procure transportation. Requisitions for supply of transportation requests will be made on the Quartermaster. Receipts must be given for these books showing the serial numbers of the requests contained therein.

(2) Each officer whose duties require him to perform repeated travel will be furnished by the Quartermaster with an identification card, (Standard Form 1033), and a book containing 50 transportation requests, for use in procuring transportation required for travel performed by himself. The card has no connection with the issue and use of transportation requests for any other purpose. The officer to whom the identification card is issued will sign it in the blank space provided for the purpose, immediately upon its receipt, and upon being relieved will return it to the Quartermaster. The relieving officer will promptly request the Quartermaster to furnish him an identification card. Identification cards and small books of transportation requests will not be furnished to medical officers attached to recruiting stations.

### 16-32

**Disposition when relieved.**—An officer having in his possession transportation requests will, upon being relieved, turn over all blank requests to his successor, taking receipt in duplicate therefor, which will show the quantity of blank requests turned over and their serial numbers. The original receipt will be forwarded to the Quartermaster.

### 16-33

**Safeguarding transportation requests.**—The same care must be exercised in safeguarding transportation requests as would be given to actual cash. Should these requests, through loss or theft, get into unauthorized hands and tickets be procured thereon, the carrier would be entitled to payment, and it would be incumbent upon the officer charged with the requests to prove that every precaution was taken to prevent such loss or theft.

### 16-34

**Lost or stolen.**—If an officer discovers that transportation requests have been lost or stolen, the local carriers will be notified immediately not to honor them if presented, and a detailed report, giving the serial numbers of those missing and circumstances attending the loss, will be made at once to the Quartermaster. If the requests are later recovered, they should be immediately canceled and forwarded to the Quartermaster.

### 16-35

**How filled out.**—A transportation request should set forth the following on the face thereof: Date to which it will be valid; officer designated to settle the account; name of company required to furnish the transportation; name of person, or, if a party, of person in charge and the number comprising the party; the points between which transportation is to be furnished; the initial letters of each road or line and junction points to be used on the journey; class and character of the transportation to be furnished; date and place of issue; and in the lower left-hand corner date of orders under which the request was furnished; also, nature of journey and appropriation involved as outlined in articles 16-49 and 16-50.

### 16-36

**Where number of men is less than indicated.**—If for any reason the number of men in a detachment is found to be less than that shown on the request, or transportation varying from that called for is furnished, the person in charge will enter a notation on the reverse of the request showing the actual transportation furnished, which should be signed by him; in such cases the receipt on the face of the request will have added thereto the words "except as stated on the back hereof." If while traveling members of a detachment for any reason fail to complete the journey, that fact and the place from which they absented themselves should be reported to the conductor of the train, with request that proper notation be made on the ticket. A report of the circumstances should be forwarded to the Quartermaster immediately upon completion of the journey. The transportation furnished must not, in any case, be in excess of that called for on the face of the request, unless the difference is collected from the traveler. In no case will a receipt be given for transportation of more persons than the request calls for.

## 16–37

**Status of traveler indicated.**—Transportation requests will in all cases show the status of persons traveling, which will be stated on the two blank lines at the left of the certificate headed "Authorization or object," and will conform to the designations shown in column 1, article 16–49. When issued in connection with the transportation of stragglers, deserters, general-court-martial prisoners, insane or invalid marines, and attendants accompanying the remains of deceased marines, the rank and name of all persons traveling on such request should be shown thereon. One transportation request will be drawn for transportation of deserters, stragglers, or prisoners, and guards in cases where the guards are not to return to the original station. In cases where guards are to return to the original station separate transportation requests will be drawn for the guards' transportation calling for round-trip tickets, in accordance with article 16–44. When separate transportation requests are drawn, the designation shown in column 1, article 16–49, will be modified accordingly.

## 16–38

**Passenger rates.**—An officer issuing a transportation request must acquaint himself with the passenger rates in effect between the points of contemplated travel, and the transportation requested should be specifically and fully described in the spaces provided therefor in the block at the right side of the request, using the blank spaces for description of service not specifically indicated. A request should not be used to obtain transportation or accommodation of a class of greater value than first class limited by land or minimum first class by water.

## 16–39

**Restrictions upon issues.**—Requests for parlor-car or sleeping-car and other accommodations not furnished on regular tickets for transportation must be issued separately from those for rail transportation. A transportation request will not be issued for the purpose of checking baggage only, nor to cover the transfer of passengers or baggage between railroad terminals and steamship wharves. Transportation requests will not be issued after service has been performed. (See art. 16–114.)

### 16–40

**Manifolding upon typewriter.**—Books of transportation requests are printed with original and memorandum copies so arranged that they will register in the proper place by the use of carbon paper, and the memorandum should be filled out at the same time as the original and show all the information called for above. A typewriter should be used when practicable in filling out the requests.

### 16–41

**Disposition of original and memorandum requests.**—The original request will be turned over to the traveler or person in charge of the party. The memorandum request will be detached by the issuing officer and mailed at the close of the week, together with all other memorandum requests issued during the week, to the Quartermaster. Stubs of used transportation request books should be retained by the issuing officer for a period of 6 months, after which they will be destroyed.

### 16–42

**Erasures or alterations** will not be made on transportation requests. When errors are made, the request will be canceled and a new one prepared.

### 16–43

**Canceled requests.**—When necessary to cancel a request because of an error in its preparation or other cause, it should be marked "Canceled" across its face and forwarded to the Quartermaster. (See art. 16–61.)

### 16–44

**Round-trip transportation.**—When transportation to any given point and return is required, the issuing officer will issue one request, drawn for a round-trip ticket. By calling for round-trip transportation, even though there may be no round-trip fares in effect to the actual destination, the Government in many cases receives the benefit of round-trip fares in effect to nearby points. The round-trip tickets are sold for a limited period, the shorter the period the lower the fare, and the request should call for the specific round-trip ticket desired, such as "week-end ticket," "30-day ticket," or "all-year tourist ticket."

### 16-45

**Excess cost for delay en route and via circuitous routes.**—When delay en route is authorized for a person's own convenience, the excess cost of transportation, if any, will be collected before transportation is issued. When transportation is furnished, via circuitous routes for a person's own convenience, or when the cost with authorized stop-over privileges, via direct routes, is in excess of the limited ticket via direct routes, the excess will likewise be collected before transportation is issued. The amount collected will be remitted to the disbursing officer, Quartermaster's Department, Headquarters, United States Marine Corps, Washington, D. C.

### 16-46

**Lost ticket.**—Where the passenger has lost the ticket issued on a transportation request, no refund can be secured from the carrier. A new transportation request can be issued for the same journey, in which case checkage should be made against the pay account of man concerned (21 Comp. Dec. 784; see art. 16-64 (2)).

### 16-48

(1) **Loss of requests by carrier.**—In case of transportation requests being lost by a carrier after the service has been performed, the issuing officer will advise the agent of the carrier that the auditor of said carrier should submit to the Quartermaster an affidavit showing—

(*a*) That request No. ---- was honored for passage of ------ between ------ and ------.

(*b*) That ticket No. ----, Form No. ----, was furnished on this request.

(*c*) That the request has been lost or mislaid.

(*d*) That if it is afterward found, it will be surrendered to the Quartermaster, and no claim made thereon.

(2) Upon receipt of this affidavit, the Quartermaster will take the proper action relative to payment of the account involved.

### 16-49

**Notations on transportation requests.**—Requests will, in all cases, be endorsed to show to what department the charge for the services should be billed and notation made thereon in the lower left-hand corner indicating the nature of the journey as designated below:

### *Payable by the Quartermaster—Classification, nonmilitary*

APPROPRIATION, "GENERAL EXPENSES, MARINE CORPS"

| Notation indicating nature of journey | Notation shown in column 1 will be used for the following— | Class of traveler |
|---|---|---|
| Transfer applicants | (*a*) Accepted applicants for enlistment<br>(*b*) Rejected applicants from place of rejection to place of acceptance. | Accepted applicants.<br>Rejected applicants. |
| Transfer enlisted men, on furlough. | Enlisted men without funds on furlough returning to station, transportation paid by them. | Enlisted men on furlough. |
| Transfer stragglers | Enlisted men absent without leave returning to station, traveling alone. | Stragglers. |
| Transfer deserters | Enlisted men, deserters, returning to station, traveling alone. | Deserters. |
| Transfer discharged enlisted men under 18 years of age. | Enlisted men discharged, under 18 years of age | Enlisted men discharged under 18 years of age. |
| Transfer dependents, family officer. | Dependent families of officers, where permanent change of station is involved (show name of officer and age and sex of children). | Dependent members, family of officers. |
| Transfer dependents, family enlisted men above grade of sergeant. | Dependent families of enlisted men, where permanent change of station is involved (show name of enlisted man, age and sex of children). | Dependent members, family enlisted men. |
| Transfer retired man | Retired enlisted men traveling to homes | Retired men. |
| Transfer corpse | Transportation, remains of commissioned officers, warrant officers, and enlisted men (regular) | Corpse. |
| Transfer, civilian | (*a*) Civilian accompanying remains deceased applicant for enlistment.<br>(*b*) Civilian accompanying remains deceased enlisted man. | Civilian. |
| Transfer dependents, family deceased officer. | Dependent family of officer dying outside continental United States (show name of officer, age and sex of children). | Dependent members, family deceased officer. |
| Transfer dependents, family deceased enlisted man above grade of sergeant. | Dependent family of enlisted man dying outside continental United States (show name of enlisted man, age and sex of children). | Dependent members, family deceased enlisted man. |
| Travel civilian | Civilians other than clerks | Civilian employees. |

### *Payable by the Quartermaster—Classification, military*

APPROPRIATION, "GENERAL EXPENSES, MARINE CORPS"

| | | |
|---|---|---|
| Transfer enlisted man, (men.) | (*a*) Reenlisted men<br>(*b*) Enlisted men, change of station<br>(*c*) Enlisted men, accompanying corpse<br>(*d*) Enlisted insane, sick, or invalid men, and enlisted attendants. | Enlisted men. |
| Transfer enlisted men, guards and deserters. | Enlisted men accompanying deserters as guards | Guards and deserters, enlisted men. |
| Transfer enlisted men, guards and stragglers. | Enlisted men accompanying stragglers as guards | Guards and stragglers, enlisted men. |
| Transfer enlisted men, guards for (deserters) (stragglers) (prisoners). | Enlisted men proceeding from or returning to station on duty as guards for deserters, stragglers or prisoners (not general court-martial prisoners) or while accompanying Navy deserters or stragglers as guards. | Enlisted men, guards. |
| Transfer guards and prisoners. | Guard ordered to conduct enlisted men to place of trial. | Prisoners and guards, enlisted men. |
| Transfer general-court-martial witness, enlisted man. | Enlisted man traveling as general court-martial witness to and from place of trial. | General-court-martial witness, enlisted man. |
| Transfer officer, with troops. | Officer traveling with troops | Officer with troops. |
| Transfer enlisted man (men), reservist(s) (Aviation). | Members of the Reserve ordered to active duty | Enlisted men. |
| Transfers deserter under guard. | Enlisted men, deserters returned to station under guard. | Deserters. |
| Transfer straggler under guard. | Enlisted men absent without leave, returning to station under guard. | Stragglers. |

### *Payable by the Paymaster—Classification, military*

APPROPRIATION "PAY, MARINE CORPS"

| Notation indicating nature of journey | Notation shown in column 1 will be used for the following— | Class of traveler |
|---|---|---|
| Transportation, officer | (*a*) Officer on inspection duty<br>(*b*) Officer on repeated travel<br>(*c*) Officer traveling as general-court-martial witness.<br>(*d*) Officer traveling on change of station | Officers traveling under orders. |
| Transportation, aviation cadet. | (*a*) Aviation cadet en route to active duty<br>(*b*) Aviation cadet traveling on active duty<br>(*c*) Aviation cadet en route from active duty | Aviation cadet traveling under orders. |

NOTE 1.—All transportation bills within the continental limits of the United States, chargeable to the appropriation "Pay, Marine Corps" will be paid by the Paymaster, Eastern Pay Area, Headquarters, Marine Corps, Washington, D. C.

NOTE 2.—All transportation bills outside the continental limits of the United States, chargeable to the appropriation "Pay Marine Corps" will be paid by the nearest disbursing officer of the Paymaster Department.

### *Payable by the Paymaster—Classification, nonmilitary*

APPROPRIATION, "PAY, MARINE CORPS"

| | | |
|---|---|---|
| Transfer civilian | (*a*) Civilian clerks<br>(*b*) Civilians returning to station | Civilian employees. |

### *Payable by Bureau Supplies and Accounts—Classification, military*

| | | |
|---|---|---|
| Transfer, general court-martial prisoners and guards. | (*a*) Officers or enlisted men en route to prison after general court martial.<br>(*b*) Guards (enlisted men) accompanying general-court-martial prisoners.<br>(*c*) Guards (enlisted men) returning to station after accompanying general-court-martial prisoners. | General-court-martial prisoners and guards. |
| Transportation, officer | Medical officer traveling under orders | Officer traveling under orders. |
| Enlisted man, men, Navy. | Enlisted men of the Navy, furnished transportation. | Enlisted men of the Navy traveling as guard or attendant to insane or sick marines. |

### *Payable by Bureau Spplies and Accounts—Classification, nonmilitary*

| | | |
|---|---|---|
| Transfer discharged general-court-martial prisoners. | Discharged general-court-martial prisoners (officers or enlisted men) traveling to homes after expiration of sentence. | General-court-martial prisoners discharged, officers, or enlisted men. |
| Transfer deserters, Navy. | Enlisted men of the Navy, deserters, returning to station either alone or under guard. | Deserters. |
| Transfer stragglers, Navy. | Enlisted men of the Navy, absent without leave returning to station either alone or under guard. | Stragglers. |
| Transfer civilian witness, general court martial. | Civilian traveling as general-court-martial witness to place of trial and from place of trial to station. | General-court-martial witness (civilian). |
| Transfer corpse | Transportation, remains of commissioned officers, warrant officers and enlisted men, reservists, on active duty. (Appropriation, "Care of the Dead".) | Corpse.<br>[C. M. C. M. 3.] |

### *Payable by the Department of Justice—Classification, nonmilitary*

| | | |
|---|---|---|
| Witness, Federal court | Officers or enlisted men, subpoenaed to appear as witnesses for the Government in Federal court. | Officers, or enlisted men, witnesses, Federal court. |

## 16–50

When transportation is furnished enlisted men of the Navy, they should be given separate requests. The appropriation and object of journey should be indicated on all requests issued for the transportation of enlisted men of the Navy, in accordance with the following table:

| Object of journey | Appropriation |
|---|---|
| Transfer of recruits | Pay, subsistence, and transportation. |
| Transfer of enlisted men | Do. |
| Transfer of deserters or stragglers and guards | Do. |
| Transfer of patients and attendants | Do. |
| Transportation of applicants for enlistment | Do. |
| Transportation of rejected applicants | Do. |
| Transportation dependent members of officers' and petty officers' families | Do. |
| Transportation of general-court-martial prisoners and guards | Miscellaneous expenses, Navy. |
| Transportation of discharged general-court-martial prisoners | Fines and forfeitures, Navy. |

## 16–51

**Place of issue.**—Transportation requests which are on charge at a post or recruiting station will in all cases show the name of said post or station as the place of issue, regardless of the fact that the transportation furnished thereon may originate at other points. This will also apply in cases where recruiting officers temporarily relieve officers in other districts and issue transportation from books charged to them.

## 16–52

(1) **Unused requests and tickets.**—All unused transportation requests, as well as railroad or steamship tickets or portions thereof issued in exchange for Marine Corps transportation requests, will be immediately turned over to the nearest representative of the Quartermaster Department for transmittal to the Quartermaster, together with a statement which should be obtained from the traveler, showing why the ticket was not used to destination, and whether or not baggage was checked to final destination or only to point ticket was used.

(2) In connection with party movements, the officer in charge of the detachment will prepare a report on Form NMC–943, in accordance with instructions on the reverse thereof, showing the number of tickets called for on the transportation request and the number of passengers actually carried. Care should be exercised by officers in charge of detachments to prepare and forward such report to the Quartermaster in all cases, as it is required in making adjustments when the number of passengers actually carried varies from that shown on the transportation request.

### ROUTE AND CLASSES

### 16–53

**Contract rates.**—All officers issuing transportation will be furnished by the Quartermaster with such contract rates in which they may be interested as may be accepted for any period.

### 16–54

**Concessions in fares.**—The Marine Corps, together with the War and Navy Departments, is a party to the joint military agreement whereby certain concessions in fares are made by the carriers parties thereto in exchange for an equitable distribution of travel in the territories affected. Copies of this agreement are furnished by the Quartermaster to all concerned for their information and guidance, and, in order that full benefit may be derived therefrom, the rules and regulations contained therein should, as far as practicable, be complied with.

### 16–55

**Competitive lines.**—It is the policy of the Government to divide all business between competing lines when the service and accommodations are on a parity; therefore, in furnishing transportation between points where no contracts or arrangements are in force, issuing officers will adhere to that principle, keeping in mind the fact that the lowest fare between any two points will be the basis for determining the proper routing.

### 16–56

**Fares.**—First-class, intermediate, mixed class, and coach fares are available on railroads in the United States. No other class should be specified on transportation requests, except on notice from the Quartermaster. No reduction is made for parties traveling together on one ticket.

### 16–57

**Cheaper water rates.**—The Colonial Navigation Co. offers cheaper rates than are available by rail or other lines between New York, N. Y., Boston, Mass., Portsmouth, N. H., Newport, R. I., and other New England points, and advantage should be taken thereof whenever practicable. The transportation request should be drawn for a through ticket from starting point to destination, which includes transfer of passenger and baggage between railroad station and steamship pier at Providence, R. I. Cash for transfer of men and baggage at New York, and Boston, when necessary, should be furnished in accordance with articles 16–116 and 16–119.

## WEEKLY REPORT OF TRANSPORTATION REQUESTS ISSUED

### 16–60

**Preparation and disposition.**—The weekly report of transportation, NMC 193, will be prepared at the close of business on each Saturday, and will cover all transportation requests and meal tickets issued during the current week. This form will be prepared in triplicate, the original to be forwarded to the Quartermaster, one copy to the chairman of the passenger association in which the post or station is located, and the third copy retained for the records of the issuing officer. The addresses of the chairmen of the various passenger associations are as follows: Trunk Line Association territory, 143 Liberty Street, New York, N. Y.; Central Passenger Association territory, 1943 Transportation Building, Chicago, Ill.; New England Passenger Association territory, Room 493, South Station, Boston, Mass.; Southeastern Passenger Association territory, 101 Marietta Street, Atlanta, Ga.; Western Military Bureau, 516 West Jackson Boulevard, Chicago, Ill.

### 16–61

(1) **Items to be shown.**—This report must show all requests issued for transportation, parlor- and sleeping-car accommodations, and stateroom berths on steamships. When two or more requests are issued in connection with any one movement they will be stated in numerical order. A separate line will be used for each request issued. Canceled requests will be stated in their numerical order and noted as "Canceled." Meal tickets issued during the week will also be shown on this report in numerical order, giving number, date of issue, name of person in charge, number of meals, total cost, and number of transportation request covering the travel of the detachment. (See art. 16–43.)

(2) **Transportation requests issued by recruiting officers for future use** at outlying recruiting stations should be included in the report of transportation for the week in which issued and should be stated in their numerical order; the report should show the number, the date of issue, name of carrier on which drawn, points between which the transportation is provided, and, in column for "Remarks," the words "Not used." The number of men for whom transportation is issued, and fare, will be entered in the office of the Quartermaster upon receipt of the transportation bills. No subsequent report of these requests will be made.

### 16–63

**Transportation payable by other departments.**—Transportation payable by the Paymaster's Department, Marine Corps, by the Bureau of Supplies and Accounts, Navy Department, and other Government departments should be reported in numerical order on the Quartermaster's report, and in the column for fares, instead of reporting the cost of such travel, the words "Paymaster Department," "Bureau of Supplies and Accounts," or the name of the department, as the case may be, should be inserted.

### 16–64

(1) **In preparing the weekly report of transportation issued,** the instructions on the form should be strictly complied with. When reporting transportation furnished deserters, stragglers, or general-court-martial prisoners, the names of such persons will be entered in the column for "Remarks." When the fare for any travel cannot be ascertained, the space therefor will be left blank.

(2) **Checkages—Attaching Form NMC–698.**—When it is necessary to prepare NMC–698 in connection with checkage against the accounts of stragglers and deserters, also men reporting from furlough without funds, a copy of the checkage form will be attached to the weekly report of transportation issued and forwarded to the Quartermaster to cover each case. In preparing requests for checkages on NMC–698, and transportation report, the public tariff fares will be used in connection with transportation furnished for deserters or stragglers traveling alone; for stragglers voluntarily returning to their stations without guards, and for men reporting from furlough without funds. The net government fares will be used in connection with transportation for deserters and stragglers traveling under guard. (See art. 18–76.)

## CASH FOR SUBSISTENCE, LODGINGS, AND TRANSFERS

### 16–65

**Cash furnished.**—Enlisted men and applicants for enlistment, accepted or rejected, in travel status as per table II, article 14–103, conditions 1 and 2, will be furnished cash for subsistence, when traveling individually or in parties of less than 15 men. This allowance will not apply to travel via commercial vessels where subsistence is included in the fare, or to travel via Government vessels. [C. M. C. M. 2.]

### 16–66

**Cash advances.**—Upon requisition to the Quartermaster, cash for subsistence, lodgings, and transfers will be furnished to post quartermasters, commanding officers where there are no post quartermasters, recruiting officers, and any others who may be authorized to provide subsistence, lodgings, and transfers in connection with transportation, except disbursing officers at the following-named posts and stations, who will make all cash advances from funds for which they are accountable to the Treasurer of the United States: Depot Quartermaster, Marine Corps, Naval Operating Base, Norfolk, Va.; Disbursing Officer, Marine Barracks, Parris Island, S. C.; Depot Quartermaster, Marine Corps, 1100 South Broad Street, Philadelphia, Pa.; Post Quartermaster, Marine Barracks, Quantico, Va.; Depot Quartermaster, Marine Corps, 100 Harrison Street, San Francisco, Calif.; Post Quartermaster, Marine Barracks, New River, N. C.; Base Disbursing and Transportation Officer, Marine Corps Base, San Diego, Calif.; Disbursing Officer, Second Base Depot, Fleet Marine Force, San Diego, Calif.; Disbursing Officer, Base Depot, Fleet Marine Force, Norfolk, Va. [C. M. C. M. 2 and 3.]

## 16–67

(1) **Turning over cash on relief.**—An officer having in his possession cash for subsistence, lodgings, and transfers should, upon being relieved, turn over the unexpended balance remaining on hand to his successor, and take receipt in duplicate therefor, forwarding the original to the Quartermaster and retaining the duplicate for his own protection, except that disbursing officers specified in article 16–66 will retain original receipts.

(2) **Post disbanded.**—At a post or station which has been disbanded, an officer having in his possession cash for subsistence should forward the unexpended balance direct to the disbursing officer, Quartermaster Department, who advanced the funds.

## 16–68

(1) **Meal tickets.**—Upon requisition to the Quartermaster, books containing meal tickets, NMC–920, will be furnished to officers authorized to provide subsistence.

(2) When traveling in parties of 5 or more men, the original Marine Corps meal ticket, NMC–920, will be turned over to the person in charge, each ticket to be drawn for as many meals as the number of men in the detachment and a separate ticket to be issued for each meal required by the party en route. The memorandum meal ticket will be detached by the issuing officer and mailed to the Quartermaster at the close of the week, together with all other memorandum meal tickets issued during the week. Stubs of used meal-ticket books should be retained by the issuing officer for a period of 6 months and then destroyed. (See art. 16–61 (1).) [C. M. C. M. 3.]

(3) An officer having in his possession meal tickets will upon being relieved, turn over all blank meal tickets to his successor, taking receipt in duplicate therefor, which will show the number of blank meal tickets and their serial numbers. The original receipt will be forwarded to the Quartermaster and the duplicate retained.

(4) An officer at a post or station which has been disbanded will forward to the Quartermaster any unused meal tickets which he may have in his possession.

## 16–69

(1) **Basis of advances.**—The amount of cash to be advanced for subsistence will be based on the time necessary to complete the travel contemplated, and the amount so advanced for meals and lodgings will be shown on the original orders, together with the time of departure from post or station. In cases where long journeys are involved and delays are liable to occur, the issuing officer is authorized to furnish such additional cash for subsistence as may be deemed necessary, such excess advance to be shown separately in endorsement of orders in accordance with article 16–78. (See art. ~~14–103 (3) (note a).)~~ 14–103(3)(c) (Note 2).

NOTE.—In cases where the travel commences and terminates on the same day, the allowance for meals will be based on the actual time in a travel status, regardless of the number of meal periods involved, i. e., a man in a travel status from 5 a. m., to 9 p. m., would be entitled to a cash allowance for two meals (11 Comp. Gen. 346).

(2) In cases where a change in the station or status of a man receiving a commuted allowance in lieu of quarters occurs, the following will govern: If the departure is prior to 6 p. m., no station allowance for quarters will be allowed, but the travel allowance for quarters will be advanced. If the departure is after 6 p. m., the station allowance for quarters will be paid and no cash allowance for quarters advanced. For the day of arrival at a station the station allowance for quarters will be paid and no cash allowance will be advanced. Cash will not be advanced for quarters in cases where travel is completed in the same day, i. e., between midnights. The following examples are given for illustration:

(*a*) Departure 4 p. m.: No station allowance for quarters should be paid, but travel allowance for quarters should be advanced.

(*b*) Departure 6:30 p. m.: Station allowance for quarters will be paid, but no cash travel allowance for quarters advanced, although Pullman berth or stateroom may be furnished if necessary.

(*c*) Arrival at a station any time between midnights: Station allowance, but no travel allowance for quarters will be allowed. Station allowance for quarters will be allowed even though a Pullman berth or stateroom was furnished for part of the day of arrival at a station.

(3) Upon arrival of traveler or party at a post or station, post quartermasters, or other designated officers, will require an accounting from the man to whom cash was advanced, and endorse the time of arrival and the amount of cash turned in, if any, on the original orders. Any unexpended funds or repayment of improperly used funds collected should be forwarded to the Disbursing Officer, Headquarters Marine Corps, Washington, D. C., with a statement show-

ing by whom the cash was advanced and the name of the traveler, or person in charge of the detachment, except when cash was advanced by one of the disbursing officers specified in article 16-66, in which cases such collections should be forwarded to the disbursing officer at the post or station concerned, together with the same statement as required when cash is forwarded to the Disbursing Officer, Headquarters. When cash is forwarded to other than the Disbursing Officer, Headquarters Marine Corps, Washington, D. C., a copy of the statement accompanying cash should be forwarded to the Quartermaster to be filed with copy of the voucher on which cash was advanced. In no case will cash turned in or collected be taken up by a deputy, or other than the disbursing officer, who must account for the advance to the General Accounting Office. (See arts. 14-103 and 16-79(1).)

### 16-70

**Detachment en route.**—When detachments consisting of 15 or more men are to be furnished transportation which involves subsistence en route, arrangements will be made, by the Quartermaster, to provide the necessary subsistence, the cost of which is not to exceed 75 cents per meal for each traveler, and with the understanding that meal tickets will be presented by the commissioned or noncommissioned officer in charge. (See art. 16-68.)

### 16-71

**Deserters and stragglers.**—Cash advanced for subsistence of deserters or stragglers in travel status will be included in the statement of expenses prepared in each case for checkage. (See arts. 18-75 and 18-76.)

### 16-72

**General-court-martial prisoners.**—The cost of subsistence en route furnished to general-court-martial prisoners and their guards is a charge against the appropriation "Miscellaneous expenses, Navy," and special care will be taken that all cash advanced for that purpose is properly accounted for on NMC-625.

### 16-73

**Cash for coffee.**—When cooked rations are furnished to enlisted men traveling a sufficient amount of cash may be provided for the purchase of coffee en route, the quantity being based on 1 pint per man per meal. Cash so provided will be accounted for on cash payment voucher, NMC-727, to which should be appended the receipt, NMC-625, covering the expenditure.

### 16–74

**Cash for lodging.**—Enlisted men in charge of detachments, and guards in charge of prisoners, if directed to return to their regular stations after having delivered the detachment or prisoners to the proper authorities, will be furnished a reasonable amount of cash by the issuing officer for lodging, while awaiting return transportation, when it is impracticable for them to be quartered at a marine barracks or at a recruiting station.

### 16–75

**Enlisted men traveling via Government-owned aircraft.**—See art. 16–113 (2).)

## CASH PAYMENT VOUCHERS AND RECEIPTS FOR TRANSPORTATION AND CASH

### 16–76

**The cash-payment voucher, NMC–727,** will be prepared by deputies, i. e., officers in charge of funds to be used for advances of cash for meals and transfers, at the close of business on each Saturday, where any such funds have been issued by them during the week. This voucher will be prepared in triplicate, the original and duplicate to be forwarded to the Quartermaster and the triplicate retained by the deputy, except in the cases of disbursing officers specified in article 16–66. In such cases the original and duplicate will be retained by such disbursing officer and the triplicate copy forwarded to the Quartermaster. In the latter case original voucher will support the account current and the duplicate will be retained by the disbursing officer as an office record. When transportation payable out of an appropriation other than a Marine Corps appropriation is issued, an extra copy of the voucher, together with applicable receipt or receipts, will be prepared for each such appropriation involved, and forwarded with the original and duplicate to the Quartermaster. [C. M. C. M. 3.]

### 16–77

**The receipt for transportation and cash (NMC–625)** will be prepared in triplicate when cash has been advanced for meals or lodgings to individuals or detachments of less than 5 men and the signature of each individual for whom cash is advanced will be obtained. (See art. 16–113 (1).) The original will be completed and attached to the original of the cash payment voucher, as a subvoucher thereto, and the duplicate and triplicate copies attached to copies of the cash payment voucher. The receipts for transportation and cash will be numbered consecutively, commencing with 1 and continuing until the deputy is relieved. A new set of serial numbers will be started upon relief of deputy. [C. M. C. M. 3.]

## 16–78

**Endorsing receipt and orders.**—The officer issuing transportation, meal tickets, or cash for meals and cash for transfers en route will state on the receipt the exact time of the departure of the traveler from the post and the expected time of arrival at destination. In cases where cash is advanced for meals, both on dining cars and elsewhere, a notation should be made on the receipt showing how the amount advanced was computed. The hours shown should not be the times of departure from and arrival at railroad stations, but due allowance should be made for time consumed from post to railroad station at starting point and from railroad station to post at destination; neither should times of departure and arrival be shown at 6 a. m., 6 p. m., 12 noon, or 12 midnight; a time either before or after the hour will be shown, depending on whether the allowance for subsistence and quarters is to be paid. This information will also be endorsed, together with the numbers of meal tickets or the amount of cash advanced for meals and the amount of cash advanced for transfers, on the travel orders in the case, in order that the cash so advanced may be properly accounted for at the traveler's destination. In cases where cash in excess of needs is for any reason advanced, such excess should be shown as a separate item in the endorsement on the orders. When cash is advanced for transfer of baggage, the receipt will be endorsed to show the number of pieces and the kind of baggage, i. e., whether trunks or hand baggage. [C. M. C. M. 3.]

## 16–79

(1) **Traveler to account for cash, unused transportation requests, and tickets.**—The traveler to whom cash for meals and transfers is advanced will be carefully instructed as to the purposes for which the cash advanced to him is to be used and the amount allowed for each of such purposes. He will also be instructed to report at his destination to the post quartermaster (or, where there is no post quartermaster, to the commanding officer) and account for the cash, unused requests, and tickets. When the cash and meal tickets expended by the traveler are in excess of the allowance, based on the actual time consumed in the travel, the amount of such excess will be collected from him and disposed of as provided in article 16–69 (3). (See art. 16–52.)

(2) **Travel interrupted by temporary detentions.**—Men furnished with cash for meals and transfers while absent, under orders from their regular stations, on duty involving travel interrupted by temporary detentions, will be instructed upon arrival at final destination to prepare, in duplicate, a complete itinerary of all travel performed, showing date and hour of departure from station, arrival at and departure from each intermediate point, and arrival at destination, which, together with two copies of travel orders, should accompany original

and duplicate copies of cash payment voucher, whether such cash payment voucher is forwarded to the Disbursing Officer, Headquarters United States Marine Corps, Washington, D. C., or to the General Accounting Office direct.

(3) **Travel by private conveyance.**—When cash for subsistence has been advanced in connection with travel by private conveyance, as provided by article 14–103 (2) (*b*), the cash payment voucher will be accompanied by two copies of travel orders. [C. M. C. M. 3.]

### 16–80

**Disposition of unexpended cash.**—(See art. 16–69 (3).)

### 16–81

**Cash for transfers** will be advanced to officers only when traveling with troops. It will not be advanced to dependents of officers or enlisted men.

### 16–82

Claims of officers in charge of detachments or enlisted men for reimbursement for meals, transfers, etc., paid out of their personal funds while in travel status will be made on Standard Form 1012, supported by the claimant's original travel orders and two certified copies thereof, and submitted direct to the Quartermaster for settlement. The original orders will be returned to the claimant when settlement is effected. In cases of travel interrupted by temporary detentions, the claim will be supported by an itinerary of all travel performed, as provided in article 16–79 (2) and NMC–625a. [C. M. C. M. 3.]

### 16–83

**Entries on cash-payment voucher and individual receipt.**—The date, number, and amount of checks received from the Disbursing Officer, Quartermaster Department, Headquarters, or issued by a disbursing officer advancing funds from moneys for which he is accountable to the Treasurer of the United States, for use in making cash advances, will be stated as a separate item and entered on the cash-payment voucher. "Meals," "Transfers," "Lodging," etc., will be itemized separately, and transportation-request and meal-ticket numbers shown on receipts, NMC–625.

### 16–84

**Receipts in triplicate** will be obtained by travelers for all expenditures for other than meals and lodgings. The original receipt will accompany the original cash-payment voucher to the General Accounting Office, the triplicate will accompany the triplicate of the cash-payment voucher to the Quartermaster, and the duplicate will be retained by the disbursing officers when cash is advanced by any of the disbursing officers specified in article 16–66. When cash-payment vouchers are forwarded to the Disbursing Officer, Quartermaster Department, Headquarters, the original and duplicate copy of the receipt will accompany the original and copy of the cash-payment voucher to that officer, and the triplicate will be retained by the advancing officer.

### 16–85

**Advances for purchase of motor fuels, etc.**—All officers, enlisted men, and civilian employees who are ordered to perform travel via Government-owned vehicles where it is impracticable to purchase motor fuels, lubricants, and antifreeze liquids from regular contractors of the Marine Corps will be advanced funds by a representative of the Quartermaster Department for the procurement of such motor fuels, etc., such advances to be estimated according to the time involved to complete the orders. A receipt in triplicate on NMC–625 will be taken from the traveler for the money advanced, and upon return to post or station after completion of orders, the traveler will turn over to the officer from whom the funds were obtained a receipt in triplicate on Form NMC–867, signed by each dealer. (See art. 18–32.)

## TRANSFERS

### 16–113

(1) Cash for transfers will be furnished each individual when traveling separately or in parties of less than 5 men, and an individual receipt will be obtained from each traveler, on NMC–625. In case of detachments of 5 or more men cash for transfers will be furnished the person in charge, and a receipt for the total amount will be obtained from him on NMC–625a. (See art. 16–77.) [C. M. C. M. 3.]

(2) Enlisted men transferred either permanently or temporarily by proper authority from one station to another via Government-owned aircraft will not be furnished with cash for meals, lodging, or other expenses. Claims for reimbursement for expenses incurred should be submitted to the Paymaster Department, as travel via Government-owned aircraft by enlisted men is a proper charge against the appropriation "Pay, Marine Corps."

### 16–114

**Cash for transfers of men and baggage** will be furnished by issuing officers, when necessary, to and from railroad and steamship terminals at places of departure, and destination, as well as through Baltimore, Boston, New York, Norfolk, Philadelphia, San Francisco, Seattle, and Washington. Where transfers are involved at points not specifically mentioned in articles 16–116 and 16–119, the agent of the initial carrier should be consulted as to the proper amount of cash to be furnished for such transfers. The number of pieces of baggage will not be in excess of two, and the authorized weight of 150 pounds will not be exceeded. No allowance for transfer of baggage of applicants for enlistment en route from recruiting offices to posts or stations is authorized under any circumstances. When, in the judgment of the recruiting officer, streetcar fares are necessary they may be allowed. Transportation requests will not be issued to cover the transfer of baggage.

## 16–115

**Men transferred to marine barracks or stations** shown in table of article 16–119 and men transferred for duty on board ships, including station ships at navy yards or naval stations where there is a marine barracks, will not be furnished cash for transfer of baggage from railroad station or steamship pier at destination to the marine barracks or station. They will be instructed to deliver such checks to the post quartermaster or commanding officer at the post or station where they report, who will take the necessary steps to have the baggage hauled from station or pier and delivered by post vehicle, if there be one, otherwise by the drayage contractor. Particular care will be exercised to see that all men traveling alone or in detachments are thoroughly familiar with this requirement.

## 16–116

(1) **Transfers to or from New England points via New York, N. Y.**—When individuals or detachments of enlisted men are transferred to or from New England points via New York, N. Y., and the Colonial Navigation Co., arrangements for transfer of men and baggage through New York will be made as follows:

VIA COLONIAL NAVIGATION CO., PIER 11, NORTH RIVER

| | |
|---|---|
| Via Baltimore & Ohio R. R. or Central R. R. of New Jersey—Liberty Street Terminal,<br>or<br>Via Pennsylvania R. R., Lehigh Valley R. R., or West Shore R. R.—Cortlandt Street Terminal. | Check baggage, whether trunks or hand baggage, through from starting point to destination, regardless of number of men traveling. Men proceed on foot from terminal of arrival to terminal of departure.<br>No cash to be furnished either for transfer of men or baggage. |
| Via Delaware, Lackawanna & Western R. R.—Barclay Street Terminal,<br>or<br>Erie R. R.—Chambers Street Terminal. | Check hand baggage to terminal of arrival only.<br>Men claim hand baggage, proceed on foot and carry baggage to terminal of departure, where men recheck baggage to destination.<br>No cash to be furnished either for transfer of men or hand baggage.<br>Check trunks, if less than 10 men traveling, through from starting point to destination. Furnish $0.75 cash for transfer of each trunk. |

(2) In view of the fact that baggage is transferred without charge via the Colonial Navigation Co. and the Baltimore & Ohio Railroad, Central Railroad of New Jersey, Pennsylvania Railroad, Lehigh Valley Railroad, or West Shore Railroad, these routes will be used

as far as practicable for all travel where a charge for transfer of baggage would otherwise be incurred. Adjustments in the distribution of traffic between competing lines will be effected when necessary in connection with the routing of individuals or detachments without baggage or travel not concerned with the transfer at New York.

(3) Baggage will be checked through New York without charge via the following routes and no cash will, therefore, be furnished either for transfer of men or baggage, regardless of the number traveling:

Between points on or via the New York Central Railroad and points on or via the New York, New Haven & Hartford Railroad. (Both lines use Grand Central Terminal.)

Between Iona Island, N. Y., or other points on the West Shore Railroad (Cortlandt Street Terminal) and points on or via the Pennsylvania Railroad (Cortlandt Street Terminal) or the Baltimore & Ohio Railroad (Liberty Street Terminal).

Between points on the Long Island Railroad (Pennsylvania Station) and points on or via the Pennsylvania Railroad (Pennsylvania Station) or the Baltimore & Ohio Railroad (Twenty-third Street Terminal).

(4) A charge for transfer of baggage through New York is made when travel is routed via the Eastern Steamship Lines or, with certain exceptions, via routes other than those mentioned in paragraphs (1), (2), and (3) of this article. When in doubt the issuing officer should consult the ticket agent of the initial carrier for information as to whether a transfer charge is involved. The baggage transfer rates are shown in article 16–119 and cash will be furnished in accordance therewith, when necessary, checking baggage, whether trunks or hand baggage, through from starting point to destination, in the case of individuals or detachments of less than 10 men. Cash for transfer of men by streetcar, regardless of the number traveling, will be furnished as shown in article 16–119.

(5) When it is necessary to route detachments of 10 or more men with baggage via routes involving a baggage transfer charge, no cash for transfer of baggage through New York will be furnished, but the officer dispatching the detachment will notify the Post Quartermaster, Marine Barracks, Navy Yard, New York, N. Y., by dispatch, as far in advance as practicable, of the number of men in the detachment, the time it is due to arrive in New York, and the number of pieces of baggage it will have, also the name of steamship line to be used from New York. That officer will telephone the information to the agent of the steamship line, in order that reservation for the men may be made, and will transfer the baggage of the detachment through New York. If the arrival in New York is via the Baltimore & Ohio Railroad or the Central Railroad of New Jersey, the officer effecting the transfer should instruct the man in charge of the detachment to transfer on the Liberty Street Ferry from Jersey City to

New York. If the detachment is bound for a point beyond Boston, cash for transfer of baggage through Boston will be furnished as provided in article 16–119, i. e., 50 cents for each piece of hand baggage, which includes sea bags and hammocks, and 75 cents for each trunk, box, or locker.

(6) Men transferred to Marine Barracks, Naval Operating Base, Newport, R. I., and Marine Barracks, Naval Air Station, Quonset Point, R. I., should be instructed to check their baggage to Providence, R. I., and turn their claim checks over to the Post Quartermaster upon arrival. The Post Quartermaster will arrange for the transfer of the baggage from Providence. For men en route to Newport, R. I., the transportation request should be drawn on the Short Line bus from Providence to Newport, R. I. For men en route to Quonset Point, R. I., the transportation request should be drawn on the Rhode Island bus from Providence to Quonset Point, R. I. [C. M. C. M. 3.]

## 16–117

**When cash is advanced for transfers** the traveler will be instructed as to the points of transfer and the amount furnished him for use at each point, in order that he may not exhaust in one payment funds intended for transfer at several points. Officers making cash advances for transfer of baggage should ascertain the actual number of the pieces of baggage accompanying detachments, and not assume that each man has baggage. Clothing bags and ditty boxes should be securely lashed together, in order that the two may be transferred as one piece.

## 16–118

**Cash advanced for streetcar and ferry fares** when no transportation request is issued will be reported on NMC–625. Where it is practicable to purchase tickets, recruiting officers should not advance cash for streetcar and ferry fares for use by members of recruiting parties in accompanying applicants for enlistment to and from railroad stations. Open-purchase requisition should be submitted to the Quartermaster for authority to purchase such tickets. (See art. 16–181.)

## 16–119

**Transfers of men and baggage.**—The amounts in the following tables are considered sufficient for the transfer of men and baggage, but such amounts may be modified to meet the necessities of the service, in which case the fact should immediately be reported by letter to the Quartermaster. (With reference to baggage, see art. 16–115.) When cash is advanced for more than one piece of baggage per man, the number of pieces to be transferred will be shown on the face of the receipt for transportation and cash under the head "For transfer." Officers becoming cognizant of any changes in the following rates should immediately report them by letter to the Quartermaster:

| | Men only | Baggage only |
|---|---|---|
| Atlanta, Ga.: | | |
| Between recruiting station and railroad stations (4 tickets for 30 cents) | $0.10 | ---------- |
| Baltimore, Md.: | | |
| Between recruiting station and railroad stations | .10 | ---------- |
| Between steamship terminals and railroad stations. (Through tickets include transfer of passenger and one piece of baggage.) | | |
| Additional pieces: | | |
| Trunks and articles other than hand baggage | ---------- | $0.50 |
| Hand baggage | ---------- | .35 |
| Boston, Mass.: | | |
| Between navy yard and south station and steamship terminals | .10 | ---------- |
| Between navy yard and north station | .05 | ---------- |
| Between north station and naval hospital | .10 | ---------- |
| Between south station and naval hospital | .10 | ---------- |
| Between south station and north station | .10 | ---------- |
| Between recruiting station and north station | .10 | ---------- |
| Between recruiting station and south station (walking distance). | | |
| Between recruiting station and all steamship lines except Ocean Steamship Co. (walking distance). | | |
| Between recruiting station and Ocean Steamship Co | .10 | ---------- |
| Between recruiting station and marine barracks | .10 | ---------- |
| Between recruting station and naval hospital | .10 | ---------- |
| Between north station and any steamship line | .10 | ---------- |
| Between south station and Ocean Steamship Co | .10 | ---------- |
| Between south station and other steamship lines (walking distance). | | |
| Between points in Boston: | | |
| Sea bags | ---------- | .50 |
| Trunks | ---------- | .75 |
| Brownsville, Tex.: | | |
| Between railroad stations | ---------- | .50 |
| Charleston, S. C.: | | |
| Between navy yard and railroad, steamship, or bus terminals | .10 | ---------- |
| Between navy yard and North Station, A. C. L. R. R | .05 | ---------- |
| Charleston, W. Va.: | | |
| Between South Charleston and Charleston | .10 | ---------- |
| Cleveland, Ohio: | | |
| Between recruiting station and Pennsylvania R. R. station (4 tickets for 30 cents) | .10 | ---------- |
| Dallas, Tex.: | | |
| Between recruiting station and railroad station (5 tokens for 30 cents) | .07 | ---------- |
| Denver, Colo.: | | |
| Between recruiting station and railroad station (3 tokens for 25 cents) | .10 | ---------- |
| Detroit, Mich.: | | |
| Between recruiting station and railroad stations and between railroad stations (9 tickets for 50 cents) | .06 | ---------- |
| Dover, N. J.: | | |
| From Baltimore & Ohio or Pennsylvania to Delaware, Lackawanna & Western R. R., where change is made at Newark, N. J | .09 | .75 |
| Fort Mifflin, Philadelphia, Pa.: | | |
| Between Fort Mifflin and Philadelphia, Pa | .15 | ---------- |
| Houston, Tex.: | | |
| Between recruiting station and railroad stations (4 tokens for 30 cents) and between railroad stations | .10 | ---------- |
| Indianapolis, Ind.: | | |
| Between recruiting station and railroad station (4 tokens for 25 cents) | .07 | ---------- |
| Kansas City, Mo.: | | |
| Between recruiting station and railroad stations | .10 | ---------- |
| Keyport, Wash.: | | |
| Between marine barracks, Keyport, and ferry dock, Seattle (includes 100 pounds of baggage) | .40 | ---------- |
| Los Angeles, Calif.: | | |
| Between recruiting station and railroad stations | .07 | ---------- |
| Mare Island, Calif.: | | |
| Between navy yard and Vallejo, between 7 a. m. and 5:15 p. m. (civilian ferry) | .05 | ---------- |
| Between navy yard and Vallejo, detachments of less than 10 men, between 5:15 p. m. and 7 a. m. (bus) | .10 | ---------- |
| Memphis, Tenn.: | | |
| Between recruiting station and railroad stations | .07 | ---------- |
| Newark, N. J.: | | |
| Between recruiting station and railroad stations and between railroad stations | .07 | .75 |
| New London, Conn.: | | |
| Between submarine base and railroad station | .15 | ---------- |

[C. M. C. M. 1 and 3.]

| | Men only | Baggage only |
|---|---|---|
| New Orleans, La.: | | |
| Between naval station and Louisville & Nashville R. R. | $0.10 | |
| Between naval station and other railroad lines | .17 | |
| Between railroad stations | .07 | |
| New York, N. Y.: | | |
| Between navy yard or hospital and railroad or steamship terminals | .10 | |
| Between recruiting station and railroad and steamship terminals | .05 | |
| Between railroad and steamship terminals [1] | .05 | |
| Trunks | | $0.75 |
| Hand baggage | | .40 |
| Norfolk, Va.: | | |
| Between navy yard, marine barracks, or hospital and Seaboard Air Line R. R. | .07 | |
| Between navy yard, marine barracks, or hospital and other railroads or steamship terminals (includes fare between Norfolk and Portsmouth, Va.) | .22 | |
| Between naval operating base and railroad or steamship terminals (3 tokens for $.25) | .10 | |
| Pensacola, Fla.: | | |
| Between marine barracks and railroad stations | .10 | |
| Philadelphia, Pa. (2 tokens for 15 cents where fare is 8 cents): | | |
| Between navy yard and Baltimore & Ohio R. R. (24th and Chestnut Sts.) | .11 | |
| Between navy yard and Pennsylvania R. R. (30th Street Station) | .11 | |
| Between navy yard and Pennsylvania R. R. (Broad Street Station) | .08 | |
| Between naval hospital or home and railroad stations | .08 | |
| Between depot of supplies and Pennsylvania R. R. (Broad Street Station) | .08 | |
| Between depot of supplies and Pennsylvania R. R. (30th Street Station) | .11 | |
| Between depot of suppiles and Baltimore & Ohio R. R. (24th and Chestnut Sts.) | .11 | |
| Between depot of supplies and Philadelphia & Reading R. R. (12th and Market Sts.) | .08 | |
| Between recruiting stations and railroad stations and between railroad stations | .08 | |
| Between Pennsylvania R. R. (Broad Street Station) or Baltimore & Ohio R. R. (24th and Chestnut Sts.) and Market St. wharf. | | |
| Trunks and articles other than hand baggage | | .50 |
| Hand baggage | | .35 |
| Pittsburgh, Pa.: | | |
| Between recruiting station and railroad stations (3 tickets for 25 cents) | .10 | |
| Portland, Oreg.: | | |
| Between recruiting stations, Union Railway Station and Pacific Steamship Dock (3 tickets for 25 cents) | .10 | |
| Providence, R. I.: | | |
| Between railroad and steamship terminals | .08 | |
| Puget Sound, Wash.: | | |
| Between Bremerton and Seattle, Wash. (includes transfers and baggage) | .42 | |
| Richmond, Va.: | | |
| Between recruiting station and railroad stations and between railroad stations | .07 | |
| St. Louis, Mo.: | | |
| Between recruiting station and railroad stations and between railroad stations | .07 | |
| San Diego, Calif.: | | |
| Between marine barracks and railroad stations (4 tokens for 30 cents) | .10 | |
| San Francisco, Calif.: | | |
| Between Southern Pacific R. R. Station, 3d and Townsend Sts., or Pacific Steamship Co. and Monticello Steamship wharf | .05 | |
| Between depot of supplies and railroad and steamship terminal and between Southern Pacific Terminal, 3d and Townsend Sts., or Pacific Steamship Co. and Monticello Steamship wharf | .05 | |
| Between ferry terminals and Monticello Steamship wharf (distance, 100 yards) | | |
| Between Army transport docks and ferry terminals of railroads (baggage check should be given to Marine Corps truck driver who meets all transports). | | |
| Between recruiting station and Ferry Building, Southern Pacific terminal, 3d and Townsend Sts., or Monticello Steamship wharf | .05 | |
| Savannah, Ga.: | | |
| Between railroad, steamship, and bus terminals (bus fare) (includes hand baggage) (4 tickets for 25 cents) | .08 | |
| Between railroad station and bus terminal trunks and articles other than hand baggage | | .50 |
| Between steamship and bus terminals trunks and articles other than hand baggage | | .75 |
| Seattle, Wash.: | | |
| Between ferry dock and railroad station | .10 | .25 |
| South Charleston, W. Va.: | | |
| Between South Charleston, W. Va., and Charleston, W. Va | .10 | |

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[1] For arrangement covering transfer of baggage through New York see art. 16–116.

[C. M. C. M. 1 and 3.]

| | Men only | Baggage only |
|---|---|---|
| Wakefield, Mass.: | | |
| Between rifle range and railroad stations (bus fare) | $0.10 | |
| Washington, D. C.: | | |
| All transfers (6 tokens for 50 cents) | .10 | |
| Between steamship terminals and Union Station: | | |
| Through tickets include transfer of passenger and 1 piece of baggage; additional pieces: | | |
| Trunks and articles other than hand baggage | | $0.50 |
| Hand baggage | | .35 |
| Yorktown, Va.: | | |
| Between Yorktown, Va., and Lee Hall, Va. (includes baggage) | .15 | |

[C. M. C. M. 3.]

### 16-121

Receipts for emergency expenditures, other than meals and transfers, while on special temporary duty, should always be obtained and forwarded to the Quartermaster, securely attached to the cash-payment voucher.

## PARLOR- AND SLEEPING-CAR ACCOMMODATIONS

### 16-131

Requests for parlor- and sleeping-car accommodations must be drawn on the Pullman Co., except when the travel originates on a line operating its own sleeping and parlor cars, in which case the requests will be drawn on the railroad company concerned. The following line operates its own sleeping and parlor cars: Chicago, Milwaukee, St. Paul & Pacific Railroad Co. A separate request will be issued for each stop-over.

### 16-132

**Separate requests issued.**—Issuing officers providing parlor- or sleeping-car accommodations will issue separate requests therefor, and state thereon the number of berths or seats required and the number of persons. All other spaces on the request in the block should be stricken out by XXXX.

### 16-133

**Sleeping accommodations.**—Transportation requests issued for sleeping accommodations for officers and enlisted men will show separately on the reverse thereof the actual number of officers and enlisted men comprising the detachment, and who are furnished accommodations. When detachments of 10 or more men are to be transferred sleeping-car accommodations should be allotted on the basis of 2 men to a section.

## 16–134

**Lower berth or parlor-car chair.**—When traveling under orders, the following persons are entitled to a lower berth in a standard sleeping car or to a seat in a parlor car: Officers traveling on duty with troops; civilian employees when traveling under orders on public business; noncommissioned officers above the grade of sergeant when traveling individually, or included in parties of 9 persons or less; chief petty officers traveling without troops; and invalid marines when traveling under orders without troops on the certificate of a medical officer showing the necessity therefor, which certificate should be forwarded

to the Quartermaster with the memorandum copy of transportation request issued. The enlisted attendants accompanying invalid and insane marines are entitled to accommodations equal to those herein allowed to patients. When the number of officers traveling with troops does not justify the procurement of a standard sleeping car for their accommodation, or it is impracticable to furnish such accommodations, a suitable portion of a tourist sleeping car may be curtained off for their use, one lower berth to be furnished to each officer, if practicable. Noncommissioned officers above the grade of sergeant, when traveling with troops, i. e., included in parties of 10 or more men, will be furnished the same accommodations as are furnished to other enlisted men. (See art. 16–139.)

## 16–135

**Upper berths.**—Enlisted men of the grade of sergeant and below, when performing travel with or without troops, may be furnished with an entire berth in a sleeping car, of the cheapest class, upper berth when available, for night travel only, when the travel involves a ride of 1 night. Where 2 or more nights' travel is involved, Pullman accommodations may be furnished from starting point to destination, provided through sleeping-car service can be obtained without a change of trains en route. Example: Washington, D. C., to San Francisco, Calif., it is necessary to change from standard to tourist at Chicago, as there is no through train service. Leave Washington 10:20 p. m., arrive Chicago 7:40 p. m. the next day. Issue one request for standard berth for the night travel only, Washington, D. C., to Pittsburgh, Pa., and another for tourist-car accommodations, Chicago to San Francisco. Tourist sleeping-car accommodations will always be furnished when available, changing when necessary from standard to tourist or vice versa, and separate requests issued for each class of accommodations.

## 16–136

**Tourist sleeping cars.**—In the transfer of detachments, tourist sleeping cars will be requisitioned when available and the number of troops justifies the use of an entire car. In case the number of troops comprising the detachment is in excess of the number of berths in tourist car, and it is impracticable to procure the necessary number of cars to allow one berth to each man, the space in the tourist car will be allotted on the basis of one man to a berth and the remaining men assigned to upper berths in a tourist or standard car of the regular equipment. The railroad authorities should be communicated with as to the number of additional upper berths required, in order that proper space may be procured.

### 16–137

**Pullman requests.**—Persons holding requests drawn on the Pullman Company for sleeping or parlor-car accommodations should present the request to the railroad agent, who will make the reservation, enter notation on the back of the request showing the accommodations reserved, and stamp the request with his dating stamp. The transportation request will then be returned to the traveler to be presented to the Pullman conductor on the train, who will collect it and issue a ticket to the passenger. Officers issuing such requests will also communicate with the agent of the initial line whenever practicable, and request that the accommodations called for thereon be reserved through to destination.

### 16–138

**Excess Pullman cost.**—Officers issuing requests for tourist or standard sleeping-car accommodations will advise the traveler that there is no objection to the holder of a tourist request procuring standard sleeping-car accommodations on such request, provided he pays the Pullman Co. the difference in rate from his personal funds. The holder of a request should in no case receipt for accommodations in excess of those called for on the request.

### 16–139

(1) **Insane persons** will, when their physical condition renders it practicable and when the interests of the public safety and comfort permit, be furnished with the authorized transportation and sleeping-car accommodations to which entitled, according to their rank, grade, or class, under existing regulations. (See art. 16–134.)

(2) When insane persons may be expected to be noisy, ill-mannered, unpresentable, or otherwise objectionable to the public, or when it is deemed necessary to safeguard the public from injury or annoyance, or when their physical condition renders it necessary, such insane persons and their attendants will be furnished parlor- or sleeping-car accommodations on the following basis, on the certificate of the responsible medical officer: For 1 insane person and 2 attendants, a compartment; for 2 insane persons and 2 attendants, a drawing room; for more than 4 and less than 18 persons, including attendants, on the foregoing basis: When compartments are not available, drawing rooms will be furnished.

(3) When water lines are used, accommodations will be furnished equivalent in class to, but not in excess of, the cost of accommodations via rail lines on the foregoing basis: When the number of persons including attendants is 15 or more, application will be made to the Quartermaster for instructions.

## TRANSPORTATION BEYOND CONTINENTAL UNITED STATES AND BY COMMERCIAL VESSELS

### 16–150

Transportation for officers, enlisted men, and dependents to or from stations beyond the continental United States and for intercoastal travel shall be by Government transport if available. The availability of such means of transportation will be determined by the Major General Commandant. When travel via commercial vessel is authorized, transportation must be furnished via vessels flying the United States flag, except in cases where no ships of American registry ply between the ports involved, either directly or by means or transshipping at intermediate ports. Issuing officers, if in doubt as to whether transportation may be furnished via foreign-flag vessels, will obtain instructions from the Quartermaster.

### 16–151

**Class of accommodations furnished.**—The following persons traveling on steamboats and steamships will be furnished with minimum first-class transportation when stateroom accommodations are included in the fare. Officers traveling under orders; noncommissioned officers above the grade of sergeant traveling under orders without troops; dependent members of officers' families and families of noncommissioned officers above the grade of sergeant; and invalid and insane marines with attendants. Other enlisted men so traveling and all noncommissioned officers traveling with troops will be furnished cheapest available second-class or intermediate stateroom accommodations. If such accommodations are not available, minimum first-class stateroom accommodations will be furnished. When traveling via a vessel having only one class of accommodations, minimum-rate accommodations only will be furnished. Steerage accommodations will not be furnished enlisted men of the Marine Corps.

### 16–152

(1) **Staterooms.**—When staterooms are not included in the fare, as in the case of coastwise, bay, and river steamer travel, the request for transportation for enlisted personnel will be drawn for the required number of minimum-rate staterooms on the basis of two men to a room, except that in the case of travel via the Chesapeake Steamship Co., the Baltimore Steam Packet Co., or the Norfolk and Washington Steamboat Co., the transportation request will be drawn for the cheapest available not to exceed a minimum-rate, outside stateroom.

(2) In the transportation of a detachment of troops on commercial vessels on which there are not sufficient minimum-rate, first-class

staterooms to accommodate all of the detachment, Section 10 of the act of March 3, 1933 (5 U. S. C. 73b), requires the procurement of stateroom accommodations beginning with the minimum first-class rate rooms and continuing with the next higher priced rooms as may be required, after lower priced rooms are exhausted, on condition that the aggregate cost of transportation of the detachment does not exceed the cost of their transportation by rail (13 Comp. Gen. 254).

(3) For instructions regarding stateroom accommodations for dependents see article 16–167 (8).

### 16–153

**Meals and berths.**—When meals, or meals and berths, are included in the fare, that fact must be stated on the requests issued for the transportation.

### 16–154

**Ascertaining available accommodations.**—Before issuing requests for transportation via commercial vessels, issuing officers must ascertain from the agent of the transportation company if proper accommodations can be provided. This applies especially in case of detachments.

### 16–155

**Accommodations for applicants.**—When transferred via commercial vessels, applicants for enlistment, accepted or rejected, will be furnished the same class of accommodations as are enlisted men in the service.

### 16–156

**Accommodations for detachments.**—In contracting or arranging for transportation of detachments via commercial vessel, the issuing officer shall ascertain whether the rates quoted by water lines include meals, or meals and sleeping accommodations, and if the latter, what class of accommodation it is intended to furnish, and said information shall be made a part of the agreement for the transportation.

## TRANSPORTATION BY ARMY TRANSPORTS

### 16–161

(1) **To whom furnished.**—The following extract from paragraph 1a, Army Regulations, 30–1195, is quoted for the information of all concerned: "* * * transportation may be provided for the officers, enlisted men * * * of the Marine Corps * * * and for the families of those persons herein authorized to be transported * * *."

(2) The policy of the War Department in respect to furnishing such transportation to families is to insure compliance with the spirit of the law authorizing the same and to prevent the abuse of this privilege. Pursuant to this policy, except in case of emergency, such as illness or important and urgent business, relatives who do not habitually reside with an officer will not be granted transporta-to visit him more than once in two years, and those members of his family who do habitually reside with him will not be granted transportation to visit the United States more than once in any one year.

(3) No transportation will be issued to the family of any person, the transportation of whose family is authorized as set forth above, except as the result of an application by such person.

(4) Applications for such transportation of families will be made in the United States, by officers and enlisted men of the Marine Corps, through the Quartermaster, Headquarters Marine Corps, Washington, D. C.

(5) **Information on application.**—In each case the application must show that the persons for whom transportation is requested are permanent members of the family of the officer or enlisted man, that the journey is necessary for the purpose of permitting the persons to join the officer or enlisted man or to return from the station of the officer or enlisted man where they have been living as members of his family, and the number of journeys by transport that have been made by such persons.

(6) In case of transportation for servants, a person making application for such transportation will certify that the person is a bona fide servant and not employed for the trip. Authority for transportation will be contingent upon such certificate.

## 16–162

(1) **Rules governing transportation.**—The following rules governing transportation upon Army transports are published for the information and guidance of all concerned:

(*a*) The law as interpreted and published in paragraph 2b (11) (*a*), Army Regulations 30–1195, permits transportation to be furnished on Army transports for members of families of officers, enlisted men, employees, and other persons mentioned in that paragraph upon certificates that they are permanent members of the family of the person concerned. The department holds this to limit transportation to such persons as habitually reside with the head of the family and are naturally domiciled therewith and to exclude those who are, or may desire to become, transient visitors, guests, and temporary members of his household.

(*b*) **Certificates.**—Whenever application is made for the oversea transportation of persons other than the immediate members of family (wife and children) a certificate will be forwarded for the consideration of the War Department as follows:

Place________________________________

Date_______________________________

This certifies that __________ my __________ is a permanent member of my immediate family, habitually resides with me, and has no other home. (The full name and relationship of the person will be given.) Has lived with me ______ years ______ months in the past as an immediate member of my family, and will remain with me at my overseas station if transportation is furnished ______ year ______ months. The reason and necessity for such person making trip at this time, is ____________________________________________. Last Army Transport transportation was furnished this immediate member of my family, date __________ 19__.

(*c*) When the oversea transportation of servants (male or female) is desired, a certificate is required under paragraph 2b (11) (*b*), article 30–1195, Army Regulations, to the following effect:

Place________________________________

Date_______________________________

This certifies that __________ is a bona fide servant in my family and not employed for the trip only. I personally guarantee that if the transportation is granted, said servant will not become a public charge upon the community to which taken and will be returned to the United States when necessary, without expense to the United States.

(*d*) When transportation is desired on transports sailing from New York to the Canal Zone, the indorsement of the Major General Commandant is required on the certificate mentioned in (*b*), to the effect that the officer concerned will have at least six months' further service on foreign station after the arrival of his family.

## 16–163

**Enlisted men of Navy and Marine Corps.**—The following Executive order published in General Orders, No. 7, War Department, January 16, 1909, is reprinted for the information and guidance of all concerned:

> Enlisted men of the Navy and Marine Corps, while being transported on an Army transport, shall be subject to and obey the United States Army Transport Service Regulations and shall be liable to their proportionate share of police and guard duty whenever the commanding officer of troops on board the transport shall deem it advisable to divide those duties between the enlisted men of the Army and those of the Navy or Marine Corps on board. Enlisted men of the Navy and Marine Corps may also be called upon, but only when in the judgment of said commanding officer, there is an emergency, to perform such duty as their special knowledge and skill may enable them to perform. * * * All orders to enlisted men of the Navy or Marine Corps on board an Army transport, or to enlisted men of the Army on board a naval vessel, shall, as far as practicable, be given through their respective officers, noncommissioned or petty officers.

### TRANSPORTATION FOR DEPENDENTS

### 16–164

(1) When any officer, warrant officer, or enlisted man above the fourth grade, having dependents as defined in paragraph (2) hereof, is ordered to make a permanent change of station, the United States shall furnish transportation in kind to his new station for such dependents: *Provided*, That for persons in the naval service the term "permanent station" shall be interpreted to mean a shore station or the home yard or home port of the vessel to which the person concerned may be ordered; and a duly authorized change in home yard or home port of such vessel shall be deemed a change of station: *Provided further*, That if the cost of such transportation exceeds that for transportation from the old to the new station, the excess cost shall be paid to the United States by the officer, warrant officer, or enlisted man concerned: *Provided further*, That transportation supplied the dependents of such officer, warrant officer, or enlisted man, to or from stations beyond the continental limits of the United States, shall not be other than by Government transport, if such transportation is available as may be determined by the head of the department concerned: *And provided further*, That in lieu of transportation in kind authorized for dependents, the President may authorize the payment in money of amounts equal to such commercial transportation costs for the whole or such part of the travel for which transportation in kind is not furnished when such travel shall have been completed. In the case of original appointments or enlistments, such transportation is authorized from the place at which the dependents are located on receipt by the officer or man of his orders to active duty, not to exceed the cost of transportation from the place at which the officer or man is located when accepted for appointment or enlistment in the reserve. (Asst. Comp. Gen. Dec. B–25083, May 12, 1942, and Sept. 22, 1942.)

The words "permanent change of station" shall include the change from home to first station and from last station to home when ordered to active duty other than training duty, of any officer, warrant officer, or enlisted man, including retired personnel and members of the Reserve, in a grade for which the transportation of dependents is authorized at Government expense, and the change from last station to home in connection with retirement, relief from active duty, or transfer to the Reserve (56 Stat. 364).

(2) The term "dependent" shall include at all times and in all places a lawful wife and unmarried children under 21 years of age. It shall also include the father or mother of the person concerned provided he or she is in fact dependent on such person for his or her chief support: *Provided*, That the term "children" shall be held to include step-

[C. M. C. M. 3.]

children and adopted children when such stepchildren or adopted children are in fact dependent upon the person claiming dependency allowance (56 Stat. 361).

(3) Transportation for dependents will be furnished at any time after receipt of orders involving a permanent change of station, but prior to receipt of subsequent orders involving another permanent change of station.

(4) Transportation for the dependents of a deceased officer, or noncommissioned officer above the grade of sergeant, who dies outside the continental limits of the United States will be furnished from last duty station of the deceased to his home or place of burial in the United States provided travel commences within 1 year from the date of death of the officer or man concerned, subject to restrictions on commercial transportation set forth in article 16–170 (6). No transportation of dependents of an officer or enlisted man who dies while on active duty in the United States is authorized.

(5) The application for transportation of a dependent father or mother must include the following certificate:

> I further certify in the case of my dependent (father) (mother) that (he) (she) is in fact dependent on me for (his) (her) chief support, that (he) (she) resided with me as a member of my household while at my last permanent duty station, and that an affidavit of evidence of dependency, filed ______________, has been accepted by the General Accounting Office for pay purposes.
>
> I certify that there has been no change in the conditions of dependency since last filing of affidavit of dependent (father) (mother).

Officers not making this certificate, and enlisted men, will purchase transportation for a dependent father or mother from personal funds and submit claim for reimbursement in accordance with article 16–170 (7).

(6) The dependents and household and personal effects of any person on active duty (without regard to pay grade) who is officially reported as injured, dead, missing as the result of military or naval operations, interned in a neutral country, or captured by the enemy, may be moved (including packing and unpacking of household effects) to the official residence of record of any such person, or, upon application by such dependents, to such other locations as may be determined by the head of the department concerned or by such person as he may designate, by the use of either commercial or Government transportation: *Provided*, That the cost of such transportation, including packing and unpacking, shall be charged against appropriations currently available (56 Stat. 146).

(7) The determination of the fact of dependency under the provisions of this Act, and the determination of the fact of dependency under the provisions of any and all other laws providing for the payment of pay, allowances, or other emoluments to enlisted men where

[C. M. C. M. 3.]

such payments are contingent upon dependency, shall be made by the head of the department concerned, or by such subordinate as he may designate, and such determination so made shall be final and conclusive (56 Stat. 145).

(8) The provisions of paragraphs (6) and (7) shall be effective from September 8, 1939, and shall remain in effect until the termination of the present war with Germany, Italy, and Japan, as proclaimed by the President, and for 12 months thereafter (56 Stat. 147, 1093).

(9) Representatives of the Quartermaster Department who make shipments of household effects as authorized in paragraph (6) should inform dependents that services of hauling and unpacking at their homes should be procured through a representative of the Quartermaster Department, if any located at that place, otherwise by inviting bids, if practicable, from three or more concerns in that locality and making award to the lowest bidder. If the services are procured through the latter method, a bill in duplicate certified "correct and just, payment not received" and signed by the person or concern furnishing the services should be forwarded to the Quartermaster for payment accompanied by a certificate by the dependent that the service was actually performed, was incurred after competition, if any, and that the amount charged is just and reasonable.

[C. M. C. M. 3.]

## 16–165

(1) **Application for transportation for dependents,** Form NMC–914, should be submitted in quadruplicate, by the officer or noncommissioned officer concerned to the nearest representative of the Quartermaster Department. If the applicant is serving aboard a ship of the Navy or at an Army post or school, request should be made on the supply officer of the ship or Army quartermaster, as the case may be. If the applicant is serving under conditions not included in the above, request should be submitted to the Quartermaster. The request will be accompanied by the original orders, if practicable, and two certified copies thereof with all endorsements. The officer issuing the transportation will endorse the original orders as to the transportation furnished and return them to the officer or noncommissioned officer concerned. When it is impracticable to forward the original orders with the request, the issuing officer will make a report by letter to the commanding officer of the officer or man concerned, with a request that the issue of transportation be endorsed on the original orders of the officer or man concerned, and that the issuing officer be informed of the action taken. A noncommissioned officer's request will be granted after verification from service-record book as to dependents and approval by his commanding officer. In

cases where applications for transportation of dependents are received after 60 days from the time officer is detached from old station the Government will not bear the cost of additional transportation due to children becoming 5 or 12 years of age, and collection should be made on the basis of the cost of transportation authorized at the time officer is detached from old station or within 60 days thereafter.

(2) **Disposition of application.**—The original and two certified copies of application for transportation for dependents (Form NMC–914), and one copy of change of station orders, will be forwarded to the Quartermaster with the transportation report. The other copy of NMC–914 and one copy of orders will be retained in the office of the issuing officer.

## 16–166

(1) **Transportation, where furnished.**—Transportation may be furnished from the old station to the new station, or from any point to the new station, provided any excess over the cost of transportation from the old station to the new station via the shortest usually traveled route is paid to the officer issuing the transportation at the time of issue. In the event it is impracticable for the dependents to travel to the officer's or noncommissioned officer's new station within 60 days after the detachment from old station, and orders are issued within 60 days for a further change of station prior to the departure of the dependents from the first station, dependents may be furnished transportation to the latest station via a direct usually

traveled route. A 30-day limit is allowed on all first-class tickets which will permit stop-overs at all points en route within the limit of the ticket. Issuing officers should communicate with the ticket agents before issuing transportation involving stop-overs, in order to determine what excess collections, if any, should be made. Transportation will not be furnished to intermediate points en route for the purpose of allowing a stop-over of longer duration than that provided in connection with a through ticket, thus necessitating another transportation request to complete the journey, unless a sum representing the amount in excess of the cost of transportation direct from the old station to the new station or point of embarkation on a transport is deposited at the time transportation is furnished. In cases where stop-overs in excess of that allowed on a through ticket are desired, transportation requests may be issued accordingly and will be limited to 60 days from the date of issue. If travel is not completed within the time specified, all unused transportation requests should be forwarded to the Quartermaster, Headquarters, United States Marine Corps, Washington, D. C., and additional requests will be issued in order that the travel may be completed. In each case the excess amount collected will be remitted to the Disbursing Officer, Quartermaster's Department, Headquarters, United States Marine Corps, Washington, D. C., and proper notation placed on the weekly report of transportation issued. For officers regularly attached to ships of the Navy, the term "station" shall be interpreted to mean the home yard or the home port of the vessel to which the officer is attached under his orders, and a duly authorized change of home yard or home port of such vessel shall be deemed a permanent change of station.

(2) **Transfer of personal baggage.**—Transportation to be furnished is limited to the cost of the ticket and Pullman fares, and no transportation of baggage is authorized except that which may be covered by ticket.

## 16–167

(1) **Class of accommodations.**—When their transportation is authorized, wives, dependent children, and dependent mothers of officers and noncommissioned officers above the grade of sergeant are entitled to seats in a parlor car, berths in a standard sleeping car, or the customary stateroom accommodations on steamers on the following basis:

(*a*) For wife alone, one seat.

(*b*) For wife and infant child under 2 years of age, two seats.

(*c*) For wife, infant child under 2 years of age, and one child between 2 and 5 years of age, two seats.

(*d*) For wife, infant child under 2 years of age, and two children between 2 and 5 years of age, three seats.

(*e*) For each child over 5 years of age, one seat.

(*f*) For dependent mother alone, one seat.

(2) Transportation request for railroad fare will be issued in connection with the above to read as follows:

(*a*) For one full fare.

(*b*) For one full and one half fare.

(*c*) For one full and one half fare.

(*d*) For one full and two half fares.

(*e*) For each child over 5 and under 12 years of age, one half-fare ticket, over 12 and under 21 years of age, one full-fare ticket, to be issued separately if traveling alone or included in *a*, *b*, *c*, or *d* if accompanied by a parent.

(*f*) For one full fare.

(3) Transportation request for parlor-car seats in connection with the above will be issued to read as follows:

(*a*) For one seat.

(*b*) For two seats.

(*c*) For two seats.

(*d*) For three seats.

(*e*) For each child over 5 and under 21 years of age, if traveling alone, request will be drawn for one seat, or included in *a*, *b*, *c*, or *d*, if accompanied by a parent. Sleeping-car accommodations will be furnished on the following basis:

| | |
|---|---|
| For dependent mother alone | One lower berth. |
| For wife alone | |
| For child alone | |
| For wife and child under 6 years of age | |
| For wife and female child under 12 years of age | |
| For 2 children, same sex, less than 12 years of age | |
| For 2 children, opposite sex, both under 6 years of age | |
| For wife and 1 male child over 6 years of age | One section or separate lower and upper berths. |
| For wife and 2 children under 12 years of age | |
| For 2 children, opposite sex, one or both over 6 years of age | |
| For 2 children both over 12 years of age | |
| For wife and 2 children over 12 years of age | One section and one lower berth. |

(4) For additional children on basis as provided above, using sections when practicable. A separate berth will be furnished for each child 12 years of age and over, regardless of sex. When an odd berth is required after section or sections have been filled, a lower berth will be furnished. If lower berth is not available for an individual or individuals entitled to one lower berth, under any of the conditions stated in this or the preceding paragraph, one upper berth may be furnished for each individual, and in any case where two upper berths are furnished in lieu of one lower berth a statement of the facts in the case will be made by the issuing officer on the reverse of the transportation request. Only one request will be issued to cover the required railroad fares and one request to cover the necessary parlor-car seats or Pullman accommodations, except where stop-overs are

authorized as covered in article 16–166. Transportation for dependents should not be included in request for transportation of officers or noncommissioned officers above the grade of sergeant on change of station or traveling with or without troops.

(5) **Railroad fare for children on Pullman.**—Only one half-fare railroad ticket, in addition to the regular parlor-car space charge, will be required for each seat occupied exclusively by one or more children under 5 years of age, if accompanied by a parent or guardian occupying other space. In cases where the family consists of 1 or 2 children, both under 5 years of age, and separate Pullman accommodations are necessary for the use of children less than 5 years of age, the railroads will require the one-half ticket for the occupancy by such children of a separate parlor-car seat, and the necessary half-fare ticket will be called for on transportation request only between the points where Pullman service is requested, with a notation thereon that ticket was necessary and was issued on account of Pullman accommodations called for on request M______. Only one adult ticket is required for a section in the sleeping car.

(6) **Pullman allowance; excess.**—In no case should transportation requests for Pullman accommodations be issued in excess of the stated allowance. When the total allowance for a family equals or exceeds the cost of a stateroom or drawing room, a stateroom or drawing room may be furnished if desired. If the traveler desires Pullman accommodations in excess of the stated allowance (for which transportation request will be issued), the extra expense incurred will be paid by the traveler direct to the Pullman company at the time accommodations are procured, instead of being paid to the issuing officer as heretofore. (The foregoing does not modify art. 16–166.)

(7) **Fares for children, general rules.**—The following rules regarding children's fares via rail lines are quoted for information:

(*a*) Children under 5 years of age, when accompanied by parents or guardian, will be transported free of charge.

(*b*) Children 5 years of age and under 12 years of age will be charged one-half fare.

(*c*) Children 12 years of age and over will be charged the adult fare.

(8) **Stateroom accommodations.**—When dependents are transferred via commercial vessel and stateroom accommodations are included in the fare, as is usually the case in oversea and intercoastal travel, the transportation request will be drawn for minimum first-class passage. When stateroom accommodations are not included in the fare, as is sometimes the case in coastwise, bay, and river steamer travel, the transportation request will be drawn for a first-class ticket and for a minimum-rate stateroom, except in the case of travel between Baltimore, Md., and Norfolk, Va., via the Chesapeake Steamship Co. and the Baltimore Steam Packet Co., and between Washington, D. C., and Norfolk, Va., via the Norfolk & Washington Steamboat Co., in which

case the transportation request will be drawn for a minimum outside stateroom. A stateroom will be furnished on the following basis:

For dependent mother alone.
For wife alone.
For child alone.
For wife and daughter.
For wife and male child under 12 years.
For wife and two children under 12 years.
For wife, daughter over 12, and child under 6 years.
For wife and two daughters of any age.
For one or two male children over 12 years accompanying mother, a separate stateroom will be furnished.

## 16-169

(1) **Preparation of request.**—The transportation request should be prepared in the name of the wife, or, if the wife is not performing the travel, then in the name of the responsible child. The request must indicate in block spaces kind of tickets required, e. g., "two full-fare," "three half-fare," etc. The space ordinarily blank in the block may be used when necessary to explain in cases where a half-fare ticket is furnished a child under 5 years of age for the purpose of obtaining parlor-car accommodations. The age of all children traveling will be shown in the lower left-hand corner of transportation requests. In every case the name and rank of the officer or noncommissioned officer concerned should be shown on the request. Example: Where the wife and three children, ages 1, 3, and 5 years, are performing the travel, the proper notation in the lower left-hand corner of the transportation request is "wife and three dependent children, ages 1, 3, and 5 years, of Capt. John Doe, U. S. M. C." Requests for Pullman accommodations should bear similar notations.

(2) **Weekly reports.**—The transportation shall be accurately reported on the regular weekly reports, using full tariff fares, half tariff fares, or no charge, according to whether adults or children of different ages are traveling. Proper data should be secured from the railroad agent.

(3) **Rules to be followed.**—The general rules governing the issue of transportation should be followed where such rules do not conflict with the foregoing instructions.

## 16-170

(1) **Transportation procured by individual.**—When it is impracticable to secure transportation on a transportation request to cover the travel for wife or dependent children of an officer or noncommissioned officer above the grade of sergeant (as, for example, when traveling in a foreign country), the officer, noncommissioned officer, or dependents

concerned may procure the same from personal funds. Reimbursement claim will be submitted on Form 1012 to Quartermaster Department by officers or enlisted men concerned.

(2) **Vouchers for reimbursement** for transportation submitted to the Quartermaster Department must be accompanied by the original orders, together with duplicate copies thereof. A statement that previous transportation has not been provided under the accompanying orders and that no transportation in kind has been furnished for that portion of the journey therein claimed should be shown on the voucher.

(3) **Dependents traveling later on.**—Whenever it is contemplated by an officer or noncommissioned officer that transportation will later be requested for authorized members of his family, a request for transportation on Form NMC–914, properly prepared, and certified copies of his orders, should always be left in the hands of the wife or child who will receive the transportation. Issuing officers will endorse on the original orders the serial numbers of transportation requests, points between which issued, the amount of excess cost collected, if any, and the relationship to the officer of person or persons to whom transportation is furnished.

(4) Omitted. [C. M. C. M. 3.]

(5) Omitted. [C. M. C. M. 3.]

(6) Omitted. [C. M. C. M. 3.]

(7) **Claims** for payment of commercial transportation costs will be made on Standard Form 1012, and will be submitted direct to the Quartermaster for settlement, except as follows: Claims of personnel reporting to units of the Amphibious Corps, Pacific Fleet, San Diego, Calif., will be submitted to the Disbursing Officer, Base Depot, Fleet Marine Force, San Diego, Calif.; claims of personnel reporting at the Marine Corps Base, San Diego, Calif., and to units in the San Diego area not attached to the Amphibious Corps will be submitted to the Base Disbursing and Transportation Officer, Marine Corps Base, San Diego, Calif.; claims of personnel reporting at other posts or stations in the Department of the Pacific or the Western Recruiting Division, will be submitted to the Disbursing Officer, Quartermaster Department, Depot of Supplies, San Francisco, Calif., for payment. On such claims will be stated the names and relationship of dependents, dates of birth and sex of children, the names of the old and new permanent station, the location of the dependents on the date of receipt by the officer of his change of station orders, the dates and the points between which travel was performed, and the fact that transportation in kind has not been and will not be requested and none has been furnished. An oath is not required in connection with this class of claims; therefore, the affidavit form will be altered and executed as a certificate by striking out the words "do solemnly swear (or affirm)" and substituting the words "hereby certify" (15 Comp. Gen. 28). Claims will be accompanied by:

[C. M. C. M. 3.]

(*a*) The original and two certified copies of orders directing travel to the new permanent station with all endorsements, including an endorsement showing the date the officer or man concerned reported for duty at the new station. After the proper notations have been made on the original orders as to reimbursement for transportation of dependents, they will be returned to the officer or noncommissioned officer concerned for his record.

(*b*) A certificate of dependency in duplicate in the following form:

I, ________________________________, certify that ______________________ (is/are) my (legitimate/step/adopted child/children), will be ___________________________ years of age, respectively, at next birthday, and (is/are) a (member/members) of my household; that said (child is/children are) not possessed of property or income adequate for (its/their) support and education; that (it is/they are) not the beneficiary or beneficaries, either directly or through others, of any trust or estate entitling (it/them) to income adequate for (its/their) support and education, that said (child is/children are) in fact now and at all times solely dependent on me; that in all respects I maintain the (child/children) at my own expense and from my own resources and am not reimbursed therefor, directly or indirectly, in any manner or form whatsoever,* and that evidence of the (child's/children's) dependency upon me and my maintenance of (it/them) has been filed with my pay accounts and is hereby made a part hereof.

(See art. 16–171 (15).)

(*c*) In the case of a father or mother whose dependency has been established and affidavit on Standard Form 1037 has been filed and accepted by the General Accounting Office in connection with rental and subsistence allowances, the same certificate as that prescribed by article 16–164 (5) is required. If an affidavit has not previously been filed in the General Accounting Office in connection with other allowances, such affidavit must accompany the claim for transportation, together with a certificate that the father or mother resides with the officer or man concerned as a member of his household. Such claims will be transmitted to the General Accounting Office for direct settlement. [C. M. C. M. 3.]

(*d*) When reimbursement is requested for travel to a point other than the new station, the claim must include a waiver of additional transportation as follows:

If reimbursement is made for costs of travel to other than my new station, I hereby waive additional transportation under attached orders and certify that the remainder of the trip to my new station will be completed within a reasonable period at the expense of myself or my dependents.

______________________________
(Signature of applicant)

[C. M. C. M. 3.]

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*In the case of officers drawing rental and subsistence allowances with dependents, including a wife, this clause may be omitted.

## DECISIONS OF THE COMPTROLLER GENERAL OF THE UNITED STATES RELATIVE TO TRANSPORTATION OF DEPENDENTS

### 16–171

(1) **Transportation to or from point other than duty station.**—(*a*) Dependents are entitled to transportation from where they, the dependents, are located to the new station of the officer or man, provided the cost is no greater than the cost from the old station to the new station (2 Comp. Gen. 464).

(*b*) The law clearly provides that dependents will be entitled to transportation between two points and two points only, i. e., the new station and the old station. This law has been construed to mean "From old station to the new station, or from any other point to the new station upon prior deposit of any excess cost over and above that from old station to the new station" (7 Comp. Gen. 255).

(*c*) Where an officer is directed to report to the commanding general of a corps area or other superior officer for duty, and the facts show that the direction to report to such superior was for the purpose of assignment to duty wherever his services might be required within the territorial area under the jurisdiction of the superior, the ultimate assignment of the officer is his "new" station for the purpose of transportation of his dependents, if they have not accompanied him on his first reporting, and not the place at which he reported to the superior officer as directed in his orders (7 Comp. Gen. 255).

(*d*) When, due to disturbed conditions at the new station transportation for dependents to that station is prohibited by proper authority, transportation may be furnished to some other place in the United States. Transportation in kind or reimbursement in lieu thereof may not exceed the cost from the officer's old station in the United States to the port on the coast nearest thereto from which Government transports previously may have departed en route to the overseas station. (Asst. Comp. Gen. Dec. B–26966, Mar. 12, 1943). Transportation furnished under such conditions does not deprive an officer of his right to further transportation of dependents at Government expense to the new station when prohibition is removed. If the commercial cost of transportation so furnished exceeds the cost of commercial transportation direct from the old to the new station, the excess must be borne by the officer or man concerned (Comp. Gen. A–36350, July 27, 1931). [C. M. C. M. 1 and 3.]

(2) Omitted. [C. M. C. M. 3.]

(3) **Transportation to and from temporary or intermediate stations, change of orders en route.**—(*a*) Travel performed by dependents of an officer pursuant to an order directing temporary change of station does not entitle the officer to reimbursement nor does he become en-

titled thereto by an amendment of his orders after the travel has been performed by his dependents making the change a permanent one (3 Comp. Gen. 585).

(*b*) Where an officer is traveling under orders from one permanent station to another permanent station over the direct and shortest usually traveled route, and accompanied by his dependents traveling on Government transportation requests, orders changing his new station and reaching him en route entitle him to transportation for his dependents who are accompanying him from his old station to the point en route where he is required to deviate from his first station and from the point where his change of orders are received to the new station assigned by the direct and shortest usually traveled route (2 Comp. Gen. 638).

(*c*) Upon a temporary change of station, when it is known that the officer will return to his permanent station or after a brief period proceed to another station, no necessity for moving his dependents to such temporary station exists and on such change the act does not contemplate that transportation shall be furnished. However, where the change involves a permanent separation from the old station and requires duty at the new post or station the transfer is permanent within the meaning of the act, although orders state that the transfer is for the release of an officer from active service (4 Comp. Gen. 156).

(*d*) The fact that an officer has been detached from his permanent station without a new permanent station in view or one having been assigned does not in itself entitle his dependents to transportation to a place not his permanent station. Whether an order contemplates a permanent change of station is to be determined from all facts and circumstances in the case and in the wording of the orders (3 Comp. Gen. 751).

(4) **Officer ordered to a hospital for treatment.**—(*a*) Where an officer is ordered detached from duty at a foreign station and ordered to the United States for treatment in a naval hospital, such permanent detachment may be considered as a permanent change of station, and the officer is entitled to transportation of his dependents from the foreign-shore station to the United States (4 Comp. Gen. 653).

(*b*) If an officer is on duty in the United States and is ordered to a hospital for treatment, he is not entitled to transportation of his dependents (4 Comp. Gen. 654).

(5) **Marriage while en route.**—The right to transportation for the dependents of an officer accrues on the effective date of his orders to make a permanent change of station, and marriage while en route does not entitle the dependent to transportation from her former home to the new station (2 Comp. Gen. 712). When an officer is granted leave or authorized to delay en route on a permanent change of station, the effective date of orders for the purpose of dependents' transportation is the date of expiration of leave, and marriage while on such leave

does not deprive the officer of the right to transportation for his dependent (Comp. Gen. No. A–34234, Dec. 17, 1930).

(6) **Illness of dependents.**—The furnishing of transportation in kind by the Government is conditional upon the capacity of the beneficiary to use means offered, and no extra traveling expenses occasioned by illness or disability of the dependent will be paid by the Government (27 Comp. Dec. 1042).

(7) **Cancelation of mode of travel obtained by the Government with view toward obtaining other transportation.**—(*a*) Where water transportation, via Army or Navy transports, has been obtained for the dependents of an officer or man, and the dependents either do not

desire to use that mode of travel or cannot for their own convenience make the transport specified, then no rail transportation can be authorized, and it will be necessary for the dependent to wait until such time as water transportation, via Government transport, is again available (1 Comp. Gen. 309).

(8) **Permission to travel to new station at own expense.**—(*a*) None of the expenses of transportation incurred by an officer of the Marine Corps, under a permission to change station as distinguished from an order to change station, may be borne by the Government under existing law where the orders permitting the change of station at own request provide that "all transportation for yourself and dependents involved is to be without expense to the Government." In such a case, if the officer or man does not desire to pay the expenses of transportation, he will regard the orders as revoked (3 Comp. Gen. 25).

(*b*) Where an officer is ordered to make a permanent change of station and is granted permission to report to another station, to enable him to travel by other means at his own expense, and such permission does not include his dependents, his right to transportation of dependents at Government expense is not affected (4 Comp. Gen. 1067).

(*c*) Where an officer upon being ordered from one station to another requests that his dependents be issued transportation to a point other than his new station, at a lower cost, and signs an agreement expressly waiving additional transportation and certifying that the remainder of the trip to his new station will be completed by his dependents within a reasonable time and at expense of himself, he is not further entitled to transportation at Government expense (5 Comp. Gen. 569).

(9) **Time within which dependents must travel.**—(*a*) What is to be determined as a reasonable time within which transportation in kind may be furnished to dependents is primarily for determination by the Major General Commandant (1 Comp. Gen. 90).

(*b*) Where it is shown that the expense to the Government is not increased in the cost of transportation, the dependents of an officer ordered to make a permanent change of station may be transported to the new station at Government expense at any time prior to the officer's detachment from that station (5 Comp. Gen. 171).

(*c*) Transportation for dependents of an officer or man to his home on retirement is authorized only where travel is commenced after receipt of orders and within one year from the date of retirement (16 Comp. Gen. 228; see art. 16–170 (6)).

(*d*) When and where conditions will permit the dependents of an officer to join him at his new station and the officer does not elect to have his dependents join him and is subsequently ordered to another station, the officer is not entitled to transportation of his dependents from the first old station to his first new station, thence from his second old station to his last new station. Where conditions will not permit the dependents of an officer to join him and he has requested permission to have them join him and such permission has been refused, the officer is then entitled to transportation of his dependents from his first old station in the United States to his last new station in the United States. (8 Comp. Gen. 115)

(10) **Travel by dependents prior to effective date of orders.**—A permanent change of station of an officer occurs when a change is made from his old permanent station, and he is not entitled, under the act, to transportation in kind or reimbursement for travel of his dependents before the order for the change of station is issued and the dependents have actually performed the travel (1 Comp. Gen. 227).

(11) **Officer ordered to report on naval vessel.**—(*a*) The transfer of an officer from one vessel to another, both vessels having the same home yard, does not constitute a permanent change of his station as far as transportation of dependents is concerned (4 Comp. Gen. 41).

(*b*) The detachment of an officer from duty at a station to duty on a naval vessel whose home yard is different from the station to which attached entitles dependents to transportation (4 Comp. Gen. 41).

(12) **Payment of funds in lieu of transportation in kind.**—(*a*) The act of June 10, 1922 (37 U. S. C. 21), provides that "in lieu of transportation in kind authorized by the act of May 18, 1920 (34 U. S. C. 896), payment of amounts equal to commercial transportation costs may be made when such travel shall have been completed." Obviously, where transportation in kind is requested and issued, there can be no payment in lieu thereof, and the fact that an officer, of his own initiative, did not secure all the transportation that might have been issued under the first act gives no basis for payment of travel performed under the second act, i. e., May 18, 1920 (34 U. S. C. 896), (7 Comp. Gen. 59).

(*b*) Where transportation requests have been issued for transportation and Pullman accommodations for the dependents of an officer, and the request for Pullman accommodations is returned and canceled, the officer is not entitled to a payment of the amount that the Government would have paid if the requests had been used (7 Comp. Gen. 59).

(*c*) An officer or enlisted man under orders for a change of station between the east coast of the United States and the west coast of the United States, where the Government operates transport service, must request that transportation of dependents be furnished. No claim for reimbursement of travel of dependents via personal automobile will be considered unless it is shown that no Government transport service was available for the dependents. Regardless of the fact that the officer or man may be permitted to travel via personal automobile, it still remains that a request for transportation of dependents must be filed.

(*d*) An officer or enlisted man submitting application for transportation of dependents between the east and west coasts of the United States, where the journey involves travel by rail, to port of embarkation, thence by Government transport or commercial vessel to port of debarkation, and further travel by rail to destination, must either request transportation in kind for all rail travel involved or furnish transportation at personal expense for all rail travel, submitting claim for reimbursement when travel has been completed. Where transportation in kind has been requested and furnished for a portion of the travel involved by rail, payment of the commercial cost of transportation for the balance of the journey by rail is prohibited. Where, however, transportation in kind has been requested for the entire travel involved by rail and has been furnished for only a portion thereof, and transportation for the balance refused, or it was impracticable to have furnished the transportation, reimbursement of the commercial cost of travel of the dependents from the intermediate point to the ultimate destination may be made (10 Comp. Gen. 17).

(13) **Travel via personal automobile.**—(*a*) An enlisted man, when authorized on permanent change of station, to travel via his personal automobile, is entitled, in lieu of transportation in kind, to a money allowance of 3 cents per mile by the shortest traveled route (Official Table of Distances). No allowance can be provided on what the actual cost would have been to the Government when authorized travel is performed in part by automobile. The man is entitled to a money payment of 3 cents per mile for the distance by the shortest usually traveled route between points of authorized travel less the cost to the Government of any transportation furnished; e. g., if man had performed travel between Parris Island, S. C., and New Orleans, La., in his privately owned automobile, and from New Orleans, La., to San Francisco, Calif., via rail on Government requests, his change of station orders being from Parris Island, S. C., to San Francisco, Calif., and the Government had paid a total of $83.11 from New Orleans, La., to San Francisco, Calif., for transportation and Pullman, then the man is entitled to the difference between $83.11 and 3 cents per mile (3,069) from Parris Island, S. C., to San Francisco, Calif., or $8.96 due to man (Comp. Gen. Dec. A–31621, May 13, 1930).

(*b*) Where transportation requests are furnished dependents under the act of May 18, 1920 (34 U. S. C. 896), and used by dependents for part of the journey, either the commencement or the termination, payment can not be made of an equal amount to the commercial cost of the transportation. The fact that it becomes necessary, after travel of dependents at personal expense has actually begun, to procure transportation in kind for the remainder of the journey, gives no right to payment for reimbursement of the part of the journey performed at personal expense (Comp. Gen. Dec. A–31621, May 13, 1930).

(14) **Change in home yards and home ports.**—(*a*) Transportation is authorized for dependents from the old home yard to the new home

yard or from the old home port to the new home port, when the home yard or home port of a vessel is changed.

(*b*) Home yards and home ports are given in Index of Vessels, current issue of Navy Directory.

(15) **Certificate of dependency of adopted children and stepchildren.**—The certificate to support issue of transportation or payment of commercial cost of transportation for children, including adopted children, contains the following clause:

> * * * and that evidence of the child's dependency upon me and my maintenance of it has been filed with my pay accounts and is hereby made a part hereof.

A footnote to this clause, indicated by an asterisk, is as follows:

> In the case of officers drawing rental and subsistence allowance with dependents including a wife, this clause may be omitted.

The purport of the certificate relative to transportation of children, as applied to adopted children, is that an officer who has no wife must furnish evidence of the adoption, but if such evidence has been furnished in connection with his pay accounts proper reference thereto is sufficient. In cases of officers whose dependents include a wife, the reference to evidence filed with the officer's pay accounts is not required. Since an enlisted man is not entitled to rental and subsistence allowance his certificate as to the dependency of an adopted child should in all cases be supported by authenticated copies of the adoption papers. In cases where an officer is claiming cost of commercial transportation for a wife and minor stepchild, his certificate that the stepchild is a dependent member of his household may be accepted as establishing the relationship. However, since relationship by affinity terminates with dissolution of the marriage status, where an officer claims cost of commercial transportation of a minor stepchild he should furnish evidence that the child's mother is his wife (Comp. Gen. A–86734, July 9, 1937).

### STREETCAR AND FERRY TICKETS

### 16–181

(1) **Issue, use, and accounting.**—Streetcar, electric railway, or ferry tickets and/or tokens for the transportation of officers, enlisted men, applicants for enlistment, and employees of the United States in the transaction of public business, or the transportation of public property, will be supplied upon requisition to the Quartermaster, when this form of transportation is preferable in convenience and cost to other forms of transportation. This will not apply to an officer traveling under orders covering mileage. Travel between the place of residence and office or place of employment is not travel in the transaction of public business within the meaning of this article.

(2) Tickets and/or tokens when purchased will be taken up and accounted for on the property account and expended solely in the performance of public duty. The responsible officer who issues such tickets or tokens to individuals will maintain an office record showing the receipt and issue of such tickets or tokens, which record will reflect the total issues made during the current month and will form the basis for the expenditures to be incorporated in the monthly expenditure voucher. The persons to whom they are issued will be informed that they are to be used only in the exchange for the service that is due the United States, and that in the event that they are not so used they will be returned to the officer who issued them. The issuing officer will make frequent check of balances on hand to insure that tickets and/or tokens are being expended only in the transaction of public business.

## TOLL BRIDGES, FERRIES, AND TURNPIKES

### 16-191

**Manner of obtaining passage.**—Whenever it shall be necessary for troops, animals, vehicles, or employees in the military or naval service to pass on public duty over a legally constituted toll bridge, ferry, or turnpike, the officer or person in charge of the party will apply to the nearest issuing officer for a request for such passage, unless such officer or person is provided with public funds with which payment can be made. If he cannot obtain such request and cannot make payment in cash, he will give to the keeper of the bridge, ferry, or turnpike a certificate stating the number of persons and whether mounted or on foot, number of loose animals, motor vehicles, and animal-drawn vehicles, and animals to each, for which toll or ferriage is due, and showing that the travel is on public duty. Accounts for such service, accompanied by the request or certificates duly receipted, will be presented to the nearest disbursing officer for settlement, who, before payment, will satisfy himself that the rates charged do not exceed those authorized, or paid by private individuals, and that the indebtedness was necessarily incurred for the public service. Payment will be made at the authorized or usual rates, unless more favorable terms can be obtained.

## TRANSPORTATION OF SUPPLIES

### 16-201

**Duties of Quartermaster's Department.**—The Quartermaster's Department is charged with furnishing transportation for all supplies of the Marine Corps, including the authorized allowance of baggage of officers on change of station, authorized mounts of officers, personal effects of enlisted men, public funds, and such other articles or supplies as may be required to be transported at Government expense.

## 16-202

(1) **Markings on packages.**—All property transported by the Quartermaster's Department must be plainly marked on each package to show name and address of consignee, its weight (and when necessary, its measurement), and the letters "U. S."

(2) All packages comprising less than carload shipments by express or freight will be marked to show the number of the bill of lading issued in connection therewith, such number to include the letter M in all cases—as, for example, "Gov't B/L M6543-31." This will identify the package as being covered by a Marine Corps bill of lading.

## 16-203

**Transportation by express,** when in excess of cost by ordinary freight, must be limited to emergencies and shipments of delicate instruments, and vouchers in payment must show the emergency or the character of the instruments transported and authority for such transportation. Upon application of an officer of the Paymaster's Department, a quartermaster may transport public funds by express. In such cases he will receipt only for so many sealed packages said to contain so much public money. In case of loss of funds by unavoidable accident, the shipping officer will not be held responsible, and the officer accountable for the funds must seek relief through application to the Court of Claims or to Congress.

## 16-204

**Small packages by express.**—Shipping quartermasters are authorized to forward small packages by express without obtaining authority therefor in advance when the express charges are less than the cost of shipment by ordinary freight, including drayage when necessary.

## 16-205

**Delicate instruments, etc., by express.**—Authority is hereby given to officers of the Quartermaster's Department to ship by express, when called upon to furnish such transportation, delicate instruments, and such other property of small weight or dimensions as is likely to be damaged or lost when shipped by ordinary freight. This authority will not be extended to shipments of property other than that herein specified or authorized by existing regulations without the sanction of the Quartermaster, nor will it in any instance cover shipments to secure quick delivery which becomes necessary owing to delay in making timely requisitions. Voltmeters of all types, ammeters, electrical-instrument cases, time-interval clocks, mercurial barometers, and all electric apparatus of delicate construction which are susceptible to injury by rough handling in shipment will in every instance be shipped by express. These instructions will not apply to surveyed articles of the classes described herein which will be shipped by ordinary freight, unless cheaper by express.

### 16–206

(1) **Express: Special authority for.**—In cases where special authority is obtained to make shipments by express, copy of authority will be attached to the bill of lading.

(2) All bills of lading covering express shipments, when land grant is involved, must show the route that will result in the lowest net express rate. When such land grant route is not known to the shipping officer, the following notation will be shown in the space provided for routing on the bill of lading: "via cheapest land grant route." (See art. 16–266 (3) for baggage by express.)

(3) Bills of lading covering express shipments of motion-picture films and disk records used in connection therewith should bear one of the following applicable notations according to the conditions of shipment indicated:

(*a*) ON BILLS OF LADING COVERING RETURN SHIPMENTS FROM ONE-POINT EXHIBITIONS:

"Films and/or disk records being returned to distributing office from first point of exhibition. Original movement from distributing office covered by B/L No.__________ issued____________________, 19__."

(*b*) ON BILLS OF LADING COVERING SHIPMENT FOR CIRCUIT OR MULTIPOINT EXHIBITIONS:

"En route for circuit exhibitions," for shipments between two exhibition points, or "returning from circuit exhibitions," upon return to distributing office.

(*c*) ON BILLS OF LADING COVERING SHIPMENTS NOT TO BE RETURNED TO ORIGIN:

"Return of this shipment to origin is not contemplated."

[C. M. C. M. 3.]

### 16–207

**Freight or express not used for mail.**—The use of freight or express lines for transmitting official letters or packages that can be sent by mail is forbidden.

### 16–208

(1) **Mailable matter.**—Packages of public property partaking of the characteristics of fourth-class mail matter, weighing not more than 4 pounds and not greater in size than 100 inches in length and girth combined (i. e., the length of the parcel and the measurement of the parcel around its thickest part added together), may be sent under cover of the penalty envelope. Packages of first-class mail and printed matter which comply with the regulations mentioned above as to size and which do not exceed the weight limit of 70 pounds may be sent under cover of the penalty envelope from Washington, D. C.,

only, to points in all zones. Packages weighing more than 4 pounds which conform to the limit of size indicated and which do not exceed 70 pounds in weight when mailed for delivery in all zones, including Manila, P. I., are transmissible in the mails provided postage is paid at the appropriate rate. The parcel-post service offers an inexpensive mode of transportation for Marine Corps property and supplies of all descriptions, with the exception of certain restricted articles not mailable, and will be used by Marine Corps shippers when the charges are lower than via any other transportation agency.

(2) **Registry and insurance.**—Payment of insurance fees is prohibited by the act of July 8, 1937 (5 U. S. C. 134c). On parcel-post packages, however, the minimum fee of 5 cents may be paid, in order to secure a receipt from the post office by the sender and a receipt from the addressee on delivery. The minimum 15-cent registration fee may also be paid. In addition, if matter mailed has an actual money value, such value will be declared and the surcharge required by postal regulations on valuation in excess of $5 may be paid, as such surcharge is not regarded as insurance.

## 16–209

(1) **Released rates.**—Shipment of public property will be made at released rates in accordance with the conditions of the Government bill of lading, and, in view of said conditions, no notation is necessary on the face thereof, except that bills of lading covering shipments by express will, in all cases, unless authority for a higher valuation is obtained from the Quartermaster, be noted (1) "Value not in excess of $50" where shipment does not exceed 100 pounds in weight, or (2) "value not in excess of $0.50 per pound" where shipment exceeds 100 pounds in weight. The same notation will be placed on the package or packages comprising the shipment. (Chief Cordinator Bulletin No. 107, Sup. No. 1, Jan. 2, 1930.)

(2) **Valuables** which it was formerly the practice to insure shall, on and after August 15, 1937, be transported uninsured in a manner affording the greatest possible protection against loss, destruction or damage (act of July 8, 1937 (5 U. S. C. 134c), and Treasury Department Circular No. 576, July 16, 1937). No insurance fee can be paid; however, on shipments of coin or currency by express, the full value will be declared, as required by express company rules, and the full charge may be paid, as the insurance feature is inseparable from the transportation charge (17 Comp. Gen. 139). When the actual or replacement value of exceptionally fragile and costly articles, such as those mentioned in article 16–205, is in excess of the "release" valuation stated in the preceding paragraph, and is so declared, the transportation charge based upon such declared valuation may be paid (17 Comp. Gen. 741).

## 16–210

**Responsibility for shipment.**—An officer who turns over supplies to another for transportation in the best condition in which it is possible to put them is relieved from any further responsibility therefor by the receipt of the officer to whom they are intrusted for transportation. Procedure in case of loss, damage, or deficiency found on arrival at destination will be as prescribed in articles 16–254 and 16–263.

## 16–211

(1) **Marking packages.**—Each package (box, crate, bundle, or loose piece) of property shipped on Government bill of lading must be plainly, legibly, and durably marked, as follows:

(*a*) When consigned to a place of which there are two or more of the same name in the same State, the name of the place and of

the county also must be shown. When consigned to a place not located on the line of a carrier, it must also be marked with the name of the station of the last carrier at which the consignee will accept delivery. If labels are used, they must be securely attached with glue or equally good adhesive. If tags are used, they must be sufficiently strong and durable to withstand the wear and tear incident to transportation, and when tied to a package of any kind must be securely attached through a reenforced eyelet. Tags used to mark wooden pieces or wooden containers must be fastened at all corners and center with large-headed tacks or tag fasteners, or may be tied to wooden pieces when the freight would be injured by the use of tacks or tag fasteners. Tags tied to bags, bundles, or pieces must be securely attached by strong cord or wire, except that when tied to bundles or pieces of metal they must be securely attached by a strong wire or strong tarred cord. Old consignment marks must be removed or effaced. (From Standard Rules and Conditions of Freight Classification, adopted by United States railroads.)

## 16–212

(1) **Shipments of remains by express.**—In all cases where shipments of the remains of officers or enlisted men are made to the homes of the deceased, a form of receipt, in duplicate, will be prepared and forwarded to the consignee, together with the original bill of lading, with instructions that upon receipt of the remains the bill of lading will be accomplished to show delivery and turned over to the express company making such delivery, and that the form of receipt will also be accomplished and returned to the shipping officer in an addressed franked envelop furnished for that purpose. One copy of the receipt will be forwarded to the Quartermaster, and the other will be retained by the shipping officer. Every effort should be made to obtain these receipts, as they will be used in cases where the original bill of lading has been lost, in connection with the certificate of shipment prepared by the shipping officer on Form NMC–358, in effecting payment for the transportation charges. (See arts. 3–6 (4), 16–29, 16–270, 16–279, and 18–71.)

(2) **Bills of lading for remains.**—When the remains of deceased marines are shipped on Government bills of lading, one copy of the bill of lading on which transportation is effected should be securely pasted on the top of the outer or shipping casket and then covered with shellac or varnish to protect from moisture or rough handling. There should be stamped in letters about ⅛ inch square, diagonally across the face of each copy of the bill of lading, the following:

> Pay no charges on this shipment. Transportation will be paid by the Marine Corps. No charges of any kind in connection with this bill of lading will be collected from the consignee.

(3) In absence of the proper stamp, the above notation should be typewritten in capital letters.

## BILLS OF LADING

### 16–221

(1) **Description.**—Public property, or other property transported at public expense, will be transported on the prescribed form of Government bill of lading. This bill of lading has three parts: The original, Form NMC–739; shipping order, NMC–739b; and the memorandum, NMC–739a. There is also an additional sheet to the original shipping order or memorandum, NMC–739c, when the shipment is so extensive as to require more than one sheet.

(2) **A series of numbers** for bills of lading will be assigned by the Quartermaster to each post or station of the Marine Corps for use during each fiscal year. At the beginning of each fiscal year the series of numbers should again be used, using the first number of the series and changing the fiscal year in the following manner: 1500/40 for fiscal year 1940, and 1500/41 for fiscal year 1941.

(3) **How to issue.**—The property being ready for shipment, the shipping officer issues the bill of lading. One copy each of the original and shipping order and three copies of the memorandum will be used, and these five copies should be made simultaneously by the use of carbon paper. One of the three memorandum copies will be plainly stamped or indorsed "Property received copy" and another "Property shipped copy." The shipping order will be signed by the officer making the shipment.

(4) **Name of issuing officer.**—In issuing Government bills of lading, the name as well as the official designation of the issuing officer will be stated on the forms (NMC–739, 739a, 739b, and 739c) in the space provided for "consignor."

(5) **Consignor and consignee.**—The consignor is the officer who issues the original bill of lading. The consignee, as the word is used herein, and in general, as understood by transportation companies, is the person to whom the last carrier turns over the shipment, and therefore is not necessarily the person for whom the property shipped is intended.

(6) **Erasures, interlineations, or alterations** in a bill of lading will be authenticated and explained by the person making them, preferably on the margin.

### 16–222

(1) **Copies accompanying shipment.**—Three copies, original, shipping order, and unstamped memorandum (but not the "Property received" and "Property shipped" copies) should accompany the shipment when delivered to the carrier.

(2) **Action of carrier's agent.**—The agent of the carrier will retain the shipping order, receipt the original and memorandum, and return them to the shipping officer.

(3) **Disposition of original.**—When receipted by the agent of the receiving carrier and returned to the consignor, the original bill of lading will, together with the invoices covering the shipment, be promptly mailed in the same envelope to the consignee, in order that the original bill of lading can be promptly accomplished to the carrier upon receipt of the shipment.

(4) **Accomplishment and surrender of original.**—Upon receipt of the shipment, the consignee will accomplish and surrender the bill of lading to the carrier who makes delivery, being particular to note on the reverse thereof any loss or damage that may exist. This bill of lading then becomes the evidence upon which settlement for the service will be made.

(5) **Receipting.**—In the absence of the consignee, or on his failure to receipt, the person receipting will certify that he is duly authorized to do so, and cite such authority.

(6) **Carrier from whom property is received.**—When there is more than one carrier at the point of destination, the receiving officer should see that his certificate of receipt shows the carrier from whom the property was actually received. The word "carrier" herein used does not apply to local drayage concerns.

(7) **Disposition of unstamped memorandum.**—The unstamped memorandum copy, together with all other memorandum bills of lading issued during the day, will be mailed to the disbursing quartermaster charged with the settlement of the account.

(8) **Disposition property received copy.**—The memorandum marked "Property received copy" will be mailed to the consignee as soon as prepared. Upon receipt of this copy in the consignee's office, it will be filed as a record of property received.

(9) **Receipts of addressee.**—Receipts will be obtained by the receiving officer from the person to whom the property shown on each bill of lading is shipped, and will be attached to and made a part of the property received copy.

(10) **Filing of receipt.**—Proper care should be taken by the officers receiving property that "Property received" copies of bills of lading and receipts for property shown thereon are carefully filed, and that all notations as to shortage, damage, or other unusual condition are entered on the "Property received" copy, in order to afford ready reference to same in connection with inquiries that may be made on his office for information in regard thereto.

(11) **Disposition of property shipped copy.**—The memorandum marked "Property shipped copy" will be retained by the consignor as his office file copy.

## 16–223

**Through bills of lading** will be issued in all instances between initial and ultimate points of shipment, including those for service over land-grant and bond-aided lines, except where specific instructions to the contrary have been given.

### 16–224

**Carload lots.**—A bill of lading covering the shipment of property in carload lots will have noted thereon the initials and numbers of cars in which the property is loaded, together with the seal numbers placed on the doors.

### 16–225

**Contract or special rates.**—When a shipment is made under contract or special rates, notations of such fact will be made on the face of the bill of lading.

### 16–226

**Shipments outside United States.**—Bills of lading covering shipments to points outside the continental limits of the United States must show consignee and final destination, and value of the entire shipment, except that the value of household goods shipped at a limited valuation or the value of the property handled with troops should not be indicated on bill of lading. The cubic measurement in cubic feet must also be shown on all shipments. Value may be shown in one amount for the entire shipment, but measurements should be in detail, not showing the three dimensions (except of some extraordinary pieces), but the number of cubic feet or decimals thereof for each item. (See art. 16–305.)

### 16–227

**Lines owned or leased by Government.**—A bill of lading issued for supplies to be forwarded by conveyance owned or leased by the Government should show that no payment is to be made for the service.

### 16–228

**When not issued.**—In no case will a second bill of lading be issued for any shipment, nor will a bill of lading be issued after the transportation has been performed.

### 16–229

(1) **Lost or destroyed.**—In case a bill of lading has been lost or destroyed, the shipping officer will issue upon application of the carrier or consignee a certificate in duplicate on Standard Form 1061. This certificate will be forwarded to the consignee, who will endorse thereon his acknowledgment of the receipt of the property

and a statement as to its condition. This certificate will then become the substitute for the bill of lading and payment may be made hereon. Record should be made of the loss of the bill of lading and of the issue of the certificate.

(2) **Certificate of loss, when given.**—The shipping officer will not give his certificate until he has satisfied himself by correspondence with the consignee that the bill of lading is not in his possession. The shipping officer will also require proper evidence from the carrier that the bill of lading is not in its possession, and cannot be traced or located, and a statement that if subsequently found it will be surrendered at once to the Quartermaster without demand. In case the bill of lading should subsequently be recovered, proper record will be made thereof and the bill of lading forwarded to the proper disbursing officer to be filed with the voucher in the case.

## 16-230

(1) **Delivery without bill of lading.**—To insure the prompt delivery of property, in the absence of the bill of lading, the consignee will execute temporary receipt, Standard Form 1060, in favor of the carrier, for the property actually delivered. In the event the original bill of lading cannot be found after diligent effort has been made to locate it, and it is evident that it has been lost or destroyed, a form of "Certificate in lieu of lost bill of lading," as provided in article 16-229, will be prepared. The fact that a temporary receipt, Standard Form 1060, was issued for delivery of the property shipped will be endorsed on the "Certificate in lieu of lost bill of lading." Likewise when the certificate is received by the carrier for accomplishment of its certificate and waiver, reference to such "Certificate in lieu of lost bill of lading" will be made on the temporary receipt and the certificate and receipt attached to the claim for payment.

(2) **Temporary receipt.**—The use of the consignee's temporary receipt, Standard Form 1060, will be limited so far as practicable to cases where prompt delivery of shipment is important, or the bill of lading is lost or its receipt seriously delayed. Under no circumstances will transportation charges be paid on a temporary receipt.

## 16-241

(1) **Exact facts.**—Bills of lading should show the exact facts. If the delivery was made on April 29, the bill of lading should show that fact, with the actual condition as revealed at the time, the exact or full nature of the loss or damage, if not then known, to be furnished the company thereafter as soon as possible. If for any reason the bill of lading is not delivered to the carrier upon receipt of shipment, a receipt for the goods actually received should be given to the carrier and the bill of lading when delivered should show the

date of its delivery as well as the date of delivery of shipment, and any other facts pertinent thereto, so as to furnish a correct statement of the transaction with no fictitious presumptions to be corrected later by outside evidence (Comp. Dec., Apr. 27, 1915).

(2) The following notations relative to pick-up and delivery service will be stamped or typed in convenient places on the faces of bills of lading and will be completed by consignors and consignees respectively, striking out the inapplicable word or words:

Pick-up service at origin $\left\{\begin{matrix}\text{was}\\ \text{was not}\end{matrix}\right\}$ by the Government.

--------------------------------
(Signature of consignor.)

Delivery service at destination $\left\{\begin{matrix}\text{was}\\ \text{was not}\end{matrix}\right\}$ by the Government.

--------------------------------
(Signature of consignee.)

[C. M. C. M. 3.]

## 16–242

**When to use commercial forms.**—A quartermaster or acting quartermaster should at all times have a supply of the standard form of Government bill of lading in his possession. If, however, a quartermaster or acting quartermaster is without Government bills of lading he may, as an emergency measure only, make a shipment on the regular commercial bill of lading, noting thereon that the shipment is for the Government, making the same number of copies, and disposing of them as prescribed for the Government bill of lading, and advising the receiving officer, and also the disbursing officer, by whom the transportation account will be settled, of his action and the reason thereof in full. The consignee will, on receipt of the property, handle the commercial bill of lading as prescribed in article 16–243.

## 16–243

**When Government bill of lading not issued.**—In cases of shipments by freight or express payable by the Marine Corps, and covered by commercial bills of lading or express receipts, no Government bills of lading having been issued, the receiving officer will on receipt of the property attach the commercial bill of lading or express receipt to a Government bill of lading form, preferably by pasting, accomplish the certificate of delivery thereon, and surrender to the delivering carrier. This bill of lading will be given a serial number, using the first unused number of the series assigned to the post or station, with the letters "com" immediately following, as, for example, M6543–31–com. A memorandum copy thereof, bearing the same serial number, will be prepared and immediately forwarded to the office charged with the settlement of the accounts.

## 16–244

(1) **Lowest legal rates.**—In order that the Government may avail itself of the lowest legal rates applying on shipments, care should be exercised in classifying, crating, and packing articles for shipment.

(2) **Description of articles.**—The bill of lading should describe the articles comprising the shipment, in accordance with the description as shown in the consolidated classification, which publication is authorized by the Interstate Commerce Commission for the purpose of classifying the larger percentage of freight shipments between points in the United States.

(3) **Description of articles and packing.**—The consolidated classification has been furnished the depots and larger posts of the Marine Corps and should always be consulted for proper description of articles on bills of lading. Where the consolidated classification is not available, the articles should be described as shown in article 16–247, and in the event the article to be shipped is not shown therein, the commercial name of the article should be shown. The manner in which articles are packed should also be shown; i. e., boxed, crated, burlapped, etc. Articles that can be knocked down or nested should be so packed and so stated on the bill of lading; the material composing the article should be stated, such as wood, iron, copper, enameled ware, tinware, etc.

(4) **Express food shipments.**—In making shipments of articles of food by "express," all components coming under the term of "Subsistence stores," will be specified on the bill of lading, as "Food, articles of, N. O. S.," and the designation "Subsistence stores" will be shown directly thereunder.

## 16–245

**Itemizing packages.**—Two or more packages comprising articles in no way analogous should not be shown as one item on the bill of lading; example: "Two boxes clothing and tent pins," same should be stated as two separate items. The weight of each article should be shown opposite the entry thereof, and when articles are composed of two or more parts or two or more articles are shipped, the weights thereof should not be combined and shown as one weight; example: "Motorcycle and side car," each packed separately, the weight of each package should be shown opposite each article and not "two packages motorcycle and side car, weight 500 pounds."

## 16–246

(1) **Household effects of officers** should be billed as "Household goods," itemizing the number of boxes, crates, bundles, etc., stating separately the packages of professional books, as, for example:

| | *Pounds* |
|---|---|
| 8 boxes household goods | 1, 678 |
| 3 crates household goods | 459 |
| 4 bundles household goods | 284 |
| 2 boxes professional books | 261 |

(2) **Free entry of household goods** and personal property of officers and military personnel. Attention is invited to Circular Letter No. T. D. 45904 from the Commissioner of Customs, Treasury Department, dated September 27, 1932, to collectors of customs and others concerned, reading as follows:

"The following regulations for the declaration and entry of certain effects of members of the armed forces of the United States returning from tours of duty abroad, and of employees of the Panama Canal coming from the Canal Zone to resume or establish their residence in this country, are prescribed for the guidance of customs officers and others concerned:

A member of the armed forces of the United States returning from a foreign country in the course of his duty is ordinarily classifiable for customs purposes under the provisions of paragraph 1798 of the Tariff Act of 1930 as a returning resident of the United States, and such person should be classified as a nonresident only after inquiry made of him to determine that during his stay abroad he acquired a fixed place of residence, and maintained no residence or place of abode in the United States. A citizen of the United States employed in a civilian capacity by the Panama Canal is usually a resident of the Canal Zone, and should be classified as a returning resident only upon inquiry developing that while abroad he has retained a residence and place of abode in the United States, to which he at all times expected to return after the expiration of his foreign service. Effects of the persons above mentioned to be shipped to the United States otherwise than as baggage from points in the Canal Zone, the Philippine Islands, the Virgin Islands (United States), or the islands of Guam or Tutuila (American Samoa), where customs officials are stationed, shall be passed free of duty without examination upon arrival of the shipment in this country and upon an entry being filed to cover the importation, provided:

(*a*) The effects have been corded and sealed immediately after an examination made by a principal customs officer at the place of shipment;

(*b*) The cords and seals are intact at the time of importation; and

(*c*) There are filed at the port of entry a sworn declaration of the owner and a certificate of the examining customs officer, both indicating that the packages corded and sealed contain nothing but articles of the classes entitled to free entry under paragraphs 1615 and 1632 of the Tariff Act of 1930. Returning residents may also include in the corded and sealed packages articles classifiable under the tariff act. The declaration of the owner shall contain an affidavit as to his residence, and the certificate of examination shall contain or be supported by detailed inventories of the contents of the packages covered by the declaration and certificate, certified by the examining customs officer to be correct in every particular. Both the declaration and the certificate shall be executed in triplicate, the original to accompany the shipment to the United States, the duplicate to be retained by the shipper of the merchandise, and the triplicate to be forwarded by mail to the collector of customs at the port in the United States where the shipment will be imported. Examiners at the places of shipment abroad shall exercise particular care to see that no articles subject to duty or entitled to free entry under any provision of law other than paragraphs 1615, 1632, or the second proviso to paragraph 1798 of the tariff act are included in the packages corded and sealed and covered by the certificate contemplated by these regulations. Effects of United States Army, Navy, and Marine Corps personnel returning to the United States from Tientsin or Shanghai, China, may be released free of duty upon the arrival of the effects in the United States and compliance with the foregoing procedure, except that examination of the effects will be made and the certificate of inspection will be executed by an officer or responsible civilian employee of the United States Army or Navy designated by the commanding officer of the department. Effects of members of the armed forces of the United States, who are returning to this country from points abroad, other than Tientsin or Shanghai, China, where no customs officer under the jurisdiction of the United States is stationed, may be examined abroad under the procedure outlined above, the examination to be made by the senior officer of the post, excluding the owner of the effects except where only one officer is stationed. Upon the arrival of such shipments, consigned to the official representative of the Army, Navy, or Marine Corps, and the receipt of the required certificate of inspection and declaration of the owner, the packages shall be delivered to the consignee under cord and seal in order to eliminate storage and other charges, but not finally released until an entry has been filed and the goods have been actually examined by a customs officer of the port of entry. Examination in these cases will be made at Army, Navy, or Marine Corps storehouses and, if items not classifiable under paragraphs 1615, 1632, or the second proviso to paragraph 1798 of the tariff act are found, the consignment will again be corded and sealed and left in the custody of the official representative of the Army, Navy, or the Marine Corps until regularly entered and cleared through the customs under the usual customs regulations. For the purpose of completing the collectors' records, the fact of arrival of Army, Navy, or Marine Corps personnel taking advantage of these regulations will be certified by the proper representative of the service to which the owners of the effects belong, to the collector of the port through which their effects have been imported. Nothing in these regulations shall be construed to preclude the examination and detention of any importation, if a customs officer having proper jurisdiction deems such action advisable in the interest of the revenue. Importations may be entered under these regulations at any time after their publication in the weekly Treasury Decisions, and 3 months after the date of publication the instructions contained herein shall supersede Bureau Circular Letter No. 688, November 7, 1924, and all other instructions concerning similar shipments.

(3) Military personnel must, prior to leaving old station abroad, execute the certificate required by the Treasury Department on Form NMC-885, and comply with the instructions as set forth in the aforementioned circular letter of the Treasury Department. If, for any

reason, the property will precede the owner on return, the certificate amended so as to show his probable time of arrival will be executed and mailed to the representative of the Quartermaster's Department or supply officer, port of entry, so as to arrive with or before the shipment. On arrival in the United States the owner must report promptly in person, if practicable, otherwise by letter or telegram to the representative of the Quartermaster's Department or supply officer at the port of entry of the shipment and arrange with latter the clearance of his property and thus avoid any subsequent difficulties.

## 16–247

**Description of articles.**—The following instructions should be observed when describing articles on bills of lading, and such articles should be packed in strict accordance herewith (this classification to be used by all shipping officers where the consolidated classification is not available):

| Commercial name of articles or their name and description as known to the Marine Corps | Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed |
|---|---|
| Airplanes | Airplanes, flying boats, or hydroplanes, with or without power installed, in boxes or crates. |
| Ambulances (motor, passenger). | Automobiles, freight, loose, in boxes, in crates. |
| Ammunition (fixed) | Fixed ammunition for cannon (explosive projectiles), in boxes. |
| Anvils | Anvils, iron or steel, 15 pounds or over, loose. |
| Automobiles (passenger) | Automobiles, passenger, loose, in boxes, in crates. |
| Automobile trucks (freight). | Automobile trucks, freight, loose, in boxes or crates. |
| Bags (bat) | Bat bags, in boxes. |
| Bags (clothing) | Bags, clothing, in boxes. |
| Bags (feed) | Bags, horse feeding, in barrels or boxes. |
| Bags (mail) | Bags, mail, cloth or leather in bags, bales, boxes, or bundles. |
| Bags (saddle) | Bags, saddle, in bales, boxes, or bundles. |
| Bags (sand) | Bags, sand, in bales, boxes, or bundles. |
| Bags (shooting) | Bags (cotton, new or old), in bales, boxes, or bundles. |
| Basins (wash) | Wash basins, nested, enameled ware, tinware, in barrels, boxes, or crates. |
| Baskets (waste paper) | Baskets, waste paper, fiber, nested in bundles, boxes, or crates. |
| Baskets (wire desk) | Baskets, wire desk, nested, in boxes or crates. |
| Batteries (dry) | Batteries, dry cell, not spent, in barrels or boxes. |
| | Batteries, dry cell, spent (old batteries), in barrels or boxes. |
| Batteries (storage) | Batteries, storage, assembled with chemicals, in barrels, boxes, or crates. |
| | Batteries, storage, assembled, without chemicals, in barrels, boxes, or crates. |
| Benches (mess) | Benches, mess, K. D. or folded flat, in boxes or crates. |
| Binders (loose leaf) | Binders, loose leaf, in boxes. |
| Blanco (cans) | Cleaning compound, N. O. I. B. N., in cakes, in cans, in barrels or boxes. |
| Boards (drawing) | Boards, drawing, in boxes or crates. |
| Boats (gravy) | Crockery, porcelain ware, enamelware, in barrels, boxes, or crates. |
| Bodies (automobile) | Bodies, auto, freight or truck or passenger (if S. U. or partly K. D., the height in inches should be shown on B/L), in boxes or crates (completely K. D. show whether parts are flat or nested), loose or in packages; not necessary to show size of packages. |
| Boilers (copper) | Boilers, wash copper, nested, if possible to nest, in boxes or crates. |
| Boilers (tin) | Tinware, nested, if possible to nest, in barrels, boxes, or crates. |
| Bottles (water) | Bottles, glass, show capacity, viz, 5 gallons, etc., each in individual box or crate or packed in barrels, boxes, or crates. |
| Boxes (clothing) | Boxes, wooden, set up, not nested. If shipped knocked down or folded flat the rate would be cheaper. |
| Boxes (packing) | Boxes, wooden, N. O. I. B. N., new or old, nested or not nested, K. D., or folded flat (cheapest rate applies when folded flat, or knocked down). |
| Braces (ratchet) | Mechanics' tools, hand, N. O. I. B. N., in boxes. |
| Brackets (flagpole, recruiting). | Brackets, iron or steel, N. O. I. B. N., galvanized, in barrels, boxes, or crates. |

| Commercial name of articles or their name and description as known to the Marine Corps | Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed |
|---|---|
| Brackets (wood) | Brackets, wood, in boxes or crates. |
| Buckets (G. I.) | Buckets, G. I., nested or not nested, in barrels, boxes, bundles, or crates. |
| Bunks (iron) | Beds, 3-piece, K. D., ends laid flat against linked or woven wire spring and rails combined, iron, wrapped in burlap, paper, excelsior or hay pads or excelsior in rope form, or in boxes or crates. |
| Burlap (for sand bags) | Burlap bagging or cloth, not paper lined, in bags, bundles, bales, boxes, or rolls. |
| Cans (bacon) | Cans, bacon (sheet-steel ware, plain), not nested, in barrels, boxes, or crates. |
| Cans (condiment) | Cans, condiment (tinware), not nested, in barrels, boxes, or crates. |
| Cans (garbage, with cover). | Cans, garbage, with cover, G. I., nested, in boxes, bundles, or crates. |
| Cans (meat) | Cans, meat (sheet steel ware, plain), not nested, in barrels, boxes, or crates. |
| Cans (water with covers) | Cans, water, with cover, G. I., nested in boxes, bundles, or crates. |
| Canteens | Canteens, Army (aluminum), in barrels or boxes. |
| Carbide of calcium | Carbide of calcium, in metal cans, in barrels or boxes or in iron or steel barrels. |
| Cartridges (ball) | Cartridges for small arms, loaded in boxes. |
| Cartridges (blank) | Cartridges for small arms, blank in boxes. |
| Cartridges (dummy) | Cartridges, dummy, in copper cans or in crates. |
| Cartridge shells, empty, being returned for reloading. | Cartridge shells, small arm, empty, old, used, in barrels with solid or cloth tops or in boxes. |
| Cartridge shells, empty, when useless, being returned as scrap. | Scrap brass, in barrels, boxes, or crates. |
| Cases, brass or metallic, for guns, not small arms, empty, returned for reloading. | Cartridge cases, empty, not primed, metallic, in boxes. |
| Cases, brass or metallic, for guns, not small arms, empty, when useless, being returned as scrap. | Scrap brass, in bales or bundles, weighing each 50 pounds or over, or in barrels, boxes, or crates. |
| Carts (dump) | Freight carts, without springs, S. U., wheels on or off. (If body can be knocked down, show it on bill of lading.) |
| Carts (hand) | Carts, hand, S. U., wheels on or off, loose (impossible to knock down body), in boxes bundles, or crates. |
| Chains (tire) | Chains, automobile tire, in bags, barrels, or boxes. |
| Chairs (barrack) | Chairs, wooden, S. U., in burlap or paper, loose, or in boxes or crates. |
| Chairs (folding) | Chairs, folding, folded flat in boxes, bundles, or crates. |
| Chairs (office) | Chairs, office, revolving, tops and bases separated or base reversed on screw wrapped in burlap or paper or in boxes or crates. |
| Chests (arm) | Boxes, wooden, not nested, new or old, as the case may be, loose or in packages. |
| Chests (tool, carpenter) | Chests, tool, wooden, loose or in packages. |
| Choppers (meat) | Choppers, meat, hand, in barrels or boxes. |
| Cinches | Cinches (saddlery, N. O. I. B. N.), in bales or boxes. |
| Cleanser (Oakite) | Cleaning compound, N. O. I. B. N., in packages, in barrels or boxes. |
| Cleaner (russet leather, bottles). | Cleaning compound, N. O. I. B. N., liquid, in glass, packed in barrels or boxes. |
| Cleavers (butchers') | Cleavers, chopping knives, in barrels or boxes. |
| Clothing | Clothing; description on bill of lading should be shown by the name of the article, viz, 1 box hats, 1 box trousers, 1 box coats, 1 box shirts, etc., as the case may be. |
| Coolers (water, twentieth century). | Coolers, water, indurated fiber ware, with inside earthenware crock. |
| Cots (field) | Cots, canvas, completely collapsed and folded or rolled solid, in boxes, bundles, or crates. |
| Cots (steel) | Cots, steel linked or woven wire, flat or folded flat, loose or in bundles, or in boxes or crates. |
| Covers (mattress) | Bags, cotton, other than clayed, in bales, boxes, or bundles. |
| Cresol | Disinfectant, other than medicinal, liquid, in metal cans, in barrels or boxes. |
| Cups (enamel) | Enameled ware, nested or not nested as the case may be, in barrels, boxes, or crates. |
| Desks (flat top) | Desks, N. O. I. B. N., wooden finished, S. U., wrapped in burlap or fiber board, or in boxes or crates. |
| Disinfectant (gallons) | Disinfectant, other than medicinal, liquid, in metal cans, in barrels or boxes. |
| Disks (marking) | Disks, galvanized iron, in bags, barrels, or boxes. |
| Dressing (harness, russet, gallons). | Dressing, harness, liquid, in cans, in barrels or boxes. |
| Drier (Japan, gallons) | Drier, paint or varnish, N. O. I. B. N., liquid or paste, in metal cans, or pails, in barrels or boxes. |
| Drums | Drums (other than toy), musical instruments, S. U., in boxes or taken apart shells nested in boxes. |

| Commercial name of articles or their name and description as known to the Marine Corps | Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed |
|---|---|
| Engines (gasoline) | Engines, internal-combustion, N. O. I. B. N., not mounted on trucks, in packages, loose, or on skids. |
| Extinguishers (fire) | Extinguishers, fire, chemical, hand, other than glass, in barrels, boxes, or crates |
| Files (document, steel, 2 drawers). | Filing cases, steel, in boxes or crates. |
| Filters (syphon, complete). | Water filters, earthenware or stoneware, packed in barrels, boxes, or crates. |
| Finders (range) | Finders, range (scientific instruments), in barrels or boxes. |
| Flies (tent) | Flies, tent, in bags, bales, barrels, boxes, or crates. |
| Fluid (fire extinguishers, gallons). | Fire extinguishing compound, liquid, in metal cans, in barrels or boxes, or in bulk in barrels. |
| Folders (paper) | Letter or document files, paper or pulpwood, folded flat, in boxes or crates. |
| Forges (portable) | Forges, portable, with bases or legs detached, hoods or shields detached, in bundles, or in boxes or crates. |
| Forks (table) | Forks, table, ironware, galvanized, tinned, or plain, in barrels or boxes. |
| Frames (cot) | Frames, cot, K. D., in boxes, bundles, or crates. |
| Frames (target) | Military target frames, K. D., in boxes, bundles, or crates. |
| Furnaces (gasoline), plumbers.' | Furnaces, plumbers', gasoline, in barrels, boxes, or crates. |
| Fuse | Fuse, safety, in bales, barrels, or boxes. |
| Fuse (detonating) | Fuse, detonating (high explosive), in barrels or boxes. |
| Fuse (combination percussion, percussion tracer, or time). | Fuse (combination percussion, percussion tracer, or time), in boxes. |
| Generators | Generators, electric, in boxes or crates, or on skids. |
| Glasses (field) | Glasses, field, in boxes. |
| Globes (lantern) | Globes, lantern, packed in barrels or boxes. |
| Grates (field range) | Grates, iron, other than gas, in barrels, boxes, or crates, or loose if possible to knock down. |
| Grease (axle) | Grease, axle, in metal cans in crates, in wooden pails or tubs, in barrels, boxes, kits, or iron or steel pails. |
| Grease (cup, pounds) | Grease, lubricating, in wooden pails or tubs, in barrels, boxes, kits, or iron and steel pails. |
| Grease (transmission) | Grease, lubricating, in metal cans, in crates, barrels, or boxes. |
| Griddles | Griddles, cast iron (hollow ware), loose or in bundles, in barrels, boxes, or crates. |
| Grinders (tool) | Grinding machines with hand or pedal attachment, K. D., or folded flat, in barrels, boxes, bundles, or crates. |
| Guns, machine (Browning), Cal. .30 | Guns, machine; for use of small arms ammunition, in boxes. |
| Handles (hammer and hatchet). | Handles, wooden, finished or in the white, without metal ferrules or caps, in bags, bundles, barrels, boxes, or crates. |
| Handles (marking disk) | Handles, wooden, finished or in the white, with metal ferrules or caps, in bags, bundles, barrels, boxes, or crates. |
| Handles (mop) | Handles, mop, with metal holders attached, in bundles, boxes, or crates. |
| Haversacks | Haversacks, in boxes. |
| Heliographs | Scientific instruments (heliograph), in barrels or boxes. |
| Irons (hand and leg, pairs). | Shackles, iron or steel, in barrels, boxes, or crates. |
| Knives (table) | Cutlery, other than gold-plated or silver-plated, in barrels or boxes. |
| Lamps (electric) | Lamps, electric, incandescent, packed in barrels or boxes. |
| Lanterns (acetylene) | Lanterns, gas generating, with or without globes or shades, in barrels or boxes, or in boxes inclosed in crates. |
| Lanterns (oil) | Lanterns, metal, N. O. I. B. N., with globes, in barrels, boxes, or crates, or without globes (lantern frames), in barrels, boxes, or crates. |
| Lead (red and white) | Lead, red or white, paste or ground in oil, in metal cans or pails, in barrels or boxes, in bulk, in barrels, kits, or pails. |
| Lime (chloride of) | Lime, chloride of, in pails, in cans, in barrels, or boxes, or in bulk in barrels. |
| Lime (hypochloride of) | Lime, hypochloride of, in pails, in cans, in barrels or boxes, or in bulk in barrels. |
| Links (bunk spring) | Bed springs, fabric links, or ties, iron or steel, in barrels or boxes. |
| Lockers (trunk) | Lockers, trunk, wrapped or in boxes or crates. |
| Lockers (steel) | Lockers, sheet steel, S. U., in boxes or crates (if possible to knock down the rate will be cheaper). |
| Machetes | Machetes (chopping knives), in barrels or boxes. |
| Mops | Mops, in barrels, boxes, bundles, or crates. |
| Motorcycles | Motorcycles, 2-wheeled, in boxes or crates. |
| Motorcycle side cars | Motorcycle side cars, S. U. or K. D., as the case may be, in boxes or crates (removing the wheels only will not be considered K. D.). |
| Motorcycle parcel cars | Motorcycle parcel cars (side cars), S. U. or K. D., as the case may be, in boxes or crates (removing the wheels only will not be considered K. D.). |
| Muslin (unbleached, for target). | Cotton piece goods, N. O. I. B. N., in the original piece, in boxes or burlapped bales or rolls. |

| Commercial name of articles or their name and description as known to the Marine Corps | Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed |
|---|---|
| Nails (roofing) | Nails, roofing, iron or steel, in barrels or boxes. |
| Nails (horseshoe) | Nails, horseshoe, in barrels or boxes. |
| Nails (wire) | Nails, iron or steel, galvanized or plain, in barrels, boxes, or kegs. |
| Oil (motor) | Oil, lubricating, petroleum, in metal cans in crates, in metal cans in boxes, or in bulk in barrels. |
| Oil (sperm) | Oils, fish, in metal cans in crates, barrels, or boxes. |
| Ovens (field, bake, Army No. 1). | Ovens, baking, iron or steel, other than reel, without legs, in boxes or crates, or K. D., if possible to knock down. |
| Parts, airplane | Boats or pontoons in boxes or crates. |
| | Fuselage with or without power installed in boxes or crates. |
| | Propellers, propeller wheels or propeller blades, wooden or wood and metal combined (state number of blades), in boxes. |
| | Wings, panels or wing sections, K. D., cowls, elevator, rudders or stabilizers, in boxes or crates. |
| | Airplane, flying boat or hydroplane parts, N. O. I. B. N., cloth and wood combined, or cloth, wood, and iron or steel combined, in boxes or crates, iron, steel, or wooden in boxes or crates, metal and wood combined, in boxes or crates, metal, other than iron or steel, in boxes or crates. |
| Parts, spare, automobile and motor wagon. | Axles, with attachments, loose in boxes or crates. |
| | Axles without attachments, loose or in packages. |
| | Axles, shafts, loose or in packages. |
| | Boards, floor, running or toe, wooden, trimmed or not trimmed, in boxes, bundles, or crates. |
| | Boards, running, iron or steel, in boxes, bundles, or crates. |
| | Bodies, freight or passenger, finished, S. U., or partially K. D., in boxes or crates. Packages exceeding 54 inches in height, actual weight, but not less than 1,000 pounds each; packages exceeding 44 inches but not exceeding 54 inches in height, actual weight, but not less than 1,000 pounds each; packages exceeding 34 inches but not exceeding 44 inches in height. Packages not exceeding 34 inches in height.<br>NOTE.—The lowest rate applies when the height of the package is the lowest, and on the last two mentioned dimensions there is no specified minimum weight of 1,000 pounds. |
| | Brake drums without attachments, loose or in packages. |
| | Brake shoes, in boxes. |
| | Cylinders, cylinder castings or transmission cases, cast iron or steel in the rough, loose or in barrels or boxes. |
| | Cylinder blocks, cast iron or steel, in the rough. Loose, each weighing less than 25 pounds or wired together in bundles weighing each less than 25 pounds. Loose weighing each 25 pounds or over, or wired together in bundles weighing each 25 pounds or over, in barrels, boxes, or crates. |
| | Engine hoods, N. O. I. B. N., nested or not nested in boxes, bundles, or crates. |
| | Engine driving gear or steering gear parts, N. O. I. B. N., aluminum, brass, bronze, or copper, in barrels, boxes, or crates. |
| | Babbitt metal or white metal alloy in barrels, boxes, or crates, iron or steel, in barrels, boxes, or crates. |
| | Fenders (mud guards), or running-board shields, finished, not flat nor nested in boxes, bundles, or crates. Flat or nested, in boxes, bundles, or crates. |
| | Gear frames, side or cross bars, loose or in packages. |
| | Hubs, iron or steel, with or without bearings, in boxes, bundles, or crates, |
| | Parts, automobile, N. O. I. B. N., aluminum, brass, bronze, or copper, in barrels, boxes, or crates, Babbitt metal, or white metal alloy in barrels, boxes, or crates. Iron or steel in bundles, barrels, boxes, or crates. |
| | Radiator fans, iron or steel, in barrels, boxes, or crates, shock absorbers, in barrels or boxes. |
| | Spokes, wire wheel, in boxes. |
| | Steering gear assemblies, with steering wheels attached, in barrels, boxes, or crates; with steering wheels detached, in barrels, boxes, or crates; without steering wheels, in barrels, boxes, or crates. |
| | Steering wheel rims in boxes or crates. |
| | Steering wheels in boxes or crates. |
| | Wheel bands, wheel felloes, wheel or hub flanges, wheel rims, wheel rim clamps or wedges, tire bases of side or lockingwheel rings, iron or steel, weighing each less than 25 pounds, or in bundles, weighing each less than 25 pounds; weighing 25 pounds or over, loose or in bundles weighing each 25 pounds or over, or in barrels, boxes, or crates. |
| | Wheels, iron or steel, without brake drums, gears, motors, sprockets, or rubber tires, loose or in packages. Wire, in boxes or crates. |
| Parts, spare, motorcycle | Parts, motorcycle, N. O. I. B. N., other than engines or engine parts, in barrels or boxes. |
| Pads, cotton, 12 pounds; Kapok, 9 pounds. | Pads, mattresses, cotton, in boxes, paper-lined crates, bales, machine pressed or not machine pressed. |

| Commercial name of articles or their name and description as known to the Marine Corps | Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed |
|---|---|
| Pads, elbow, shooting canvas (and shoulder). | Pads, N. O. I. B. N., in boxes. |
| Padlock | Locks, N. O. I. B. N., in barrels or boxes. |
| Paint, battleship, gray, O. D., gallons. | Paint, liquid, or paste, in pails or metal cans, in barrels or boxes. In bulk, in barrels. |
| Pans, bake, march kit | Pans, baking (sheet steel), N. O. I. B. N., nested or not nested as the case may be, in bundles, barrels, or boxes. |
| Pans, dish | Pans, dish (tinware), plain, nested or not nested, in barrels, boxes, or crates. |
| Pans, frying | Pans, frying, sheet steel ware, nested or not nested ,in barrels, boxes, or crates. |
| Pans, roasting | Pans, roasting, sheet iron, U. S. Standard gage No. 17, or tinware, nested or not nested, in barrels, boxes, or crates. |
| Paper, roofing, rolls | Roofing, prepared, N. O. I. B. N. |
| Paper, stencil, sheets | Paper, stencil, waxed in boxes. |
| Paper, toilet, rolls | Paper, toilet, in rolls, in boxes or crates. |
| Paper, typewriter, not printed. | Paper, writing, other than folded, not printed or imprinted, in boxes, bundles, or crates. (A watermark will not be considered imprinting.) |
| Parts, spare, Browning machine gun. | Parts, firearm, N. O. I. B. N., in barrels or boxes. |
| Parts, spare, rifle | Parts, firearm, N. O. I. B. N., in barrels or boxes. |
| Parts, spare, pistol | Parts, firearm, N. O. I. B. N., in barrels or boxes. |
| Parts, spare, radio | Electrical appliances, N. O. I. B. N., in barrels or boxes. |
| Parts, spare, range | Parts, stove or range, cast iron or steel, or other than cast iron or steel, in barrels or boxes. |
| Paste, target, dry | Paste, target (dry flour paste), or flour and chemicals combined dry, in pails, bags, barrels, or boxes. |
| Pasters, target | Pasters, target, in boxes. |
| Paulins | Paulins, in bales, boxes, bundles, or crates. |
| Pillows, Kapok | Pillows, N. O. I. B. N., in bags, boxes, or bales, machine pressed or not machine pressed. |
| Pins, tent | Pins, tent, wooden, in bags, barrels, boxes, or crates. |
| Pipe, field range | Pipe, stove, side seams closed, iron or steel, or tin nested or not nested, in boxes or crates. |
| Pistols, Colt, automatic cal. .45. | Pistols (firearms), in strapped wooden boxes. |
| Pitchers, enamel | Enameled ware, not nested, in barrels, boxes, or crates. |
| Plates | Porcelain ware or earthenware packed in barrels, boxes, tierces, or crates. |
| Plates, enamel | Enameled ware, nested in barrels, boxes, or crates. |
| Poles, tent | Poles, tent, wooden, in bundles or crates. |
| Polish, glass, cakes | Polishing compound, in cakes, in barrels and boxes. |
| Polish, metal, cans | Polishing compound in metal cans, in barrels or boxes. |
| Polish, stove, cakes | Polish, stove, in cakes, in barrels or boxes. |
| Pots, coffee, enamel | Enameled ware, not nested, in barrels, boxes, or crates. |
| Pots, stock, aluminum | Pots, stock aluminum, not decorated, nested, or not nested, in barrels or boxes. |
| Powder, soap, packages | Powders, soap, in packages, in barrels or boxes. |
| Powder, hydroxide | Powder, baking, in cans or cartons packed in barrels or boxes (analogous to). |
| Preservative, leather | Preservative, leather, liquid in metal cans, packed in barrels or boxes. |
| Primers | Primers, cannon, combination electric, friction, or percussion. Percussion caps, small-arm primers or primers, N. O. I. B. N., in boxes (explosive ammunition). |
| Radio, pack set, Army, 1 end complete, ¼ kilowatt. | Radio sets (electrical instruments), in barrels or boxes. |
| Ranges, field | Ranges, Army, field, loose or in crates. |
| Ranges, Army, No. 3, with water backs. | Ranges, iron or steel (coal), in boxes or crates. |
| Ranges, cooking | Ranges, cooking, iron or steel (coal or wood), in boxes or in crates, or loose. |
| Refrigerators | Refrigerators, N. O. I. B. N., S. U., padded with excelsior and wrapped with burlap; S. U., in boxes or crates; K. D., in boxes, bundles, or crates (if possible to knock down). |
| Reins, bridle | Harness, N. O. I. B. N., in bales or boxes. |
| Revolvers | Revolvers (firearms), in strapped wooden boxes. |
| Rifles, cal. .30, 1903 | Rifles (firearms), in boxes. |
| Rifles, Browning, automatic. | Do. |
| Rods, cleaning, barrack | Rods, firearm, cleaning, in boxes. |
| Rods (T), bunk | Mosquito net frames, iron or steel, K. D., flat or folded flat in boxes, bundles, or crates. |
| Rope | Rope, in bundles, in coils or in reels, burlapped or not burlapped. |
| Saddles, pack | Saddles, pack, in bags, bales, or boxes. |
| Saddles, field | Saddles, riding, in bags, bales, or boxes. |
| Safes, field | Safes, with solid walls less than 1 inch in thickness, wrapped or in boxes or crates. |

| Commercial name of articles or their name and description as known to the Marine Corps | Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed |
|---|---|
| Sapolio, hand, cakes | Scouring or cleaning compound in cakes, in barrels or boxes or in cans or cartons, in boxes or barrels. |
| Sapolio, scouring, cakes | Do. |
| Scales, beam | Scale beam or steelyard, iron or steel, in boxes. |
| Scales, counter | Scales, N. O. I. B. N., in boxes. |
| Scales, platform | Do. |
| Scales, postal | Do. |
| Scales, recruiting | Do. |
| Screening, wire | Wire cloth, iron or steel, less than ½-inch mesh, in barrels, boxes, crates, or rolls. |
| Shells, shotgun | Cartridges (small arms), loaded, in boxes. |
| Shoes | Shoes, N. O. I. B. N., in boxes. |
| Shoes, horse, mule, and pony. | Shoes, horse, mule, and pony, iron or steel, in boxes or kegs. |
| Shotguns | Shotguns (firearms), in boxes. |
| Shovels, long handle | Shovels, N. O. I. B. N., iron or steel and wood combined, in boxes, bundles, or crates. |
| Shovels, short handle | Do. |
| Shovels, intrenching | Do. |
| Shrapnel, empty (containing neither a projectile nor a bursting charge). | Projectiles, empty, other than small arms, in boxes. |
| Shrapnel, loaded with bursting charge, with fuse on either base or point. | Fixed ammunition for cannon (explosive projectiles), in boxes. |
| Sifters, flour | Sifters (tinware), nested or not nested, in barrels, boxes, or crates. |
| Signs, glass front | Signs, glass, N. O. I. B. N., nested or not nested, flat or K. D., flat in barrels or boxes. |
| Signboards, recruiting, wooden. | Signboards, without advertisement, wooden, in boxes, bundles, or crates. |
| Signboards, recruiting, steel. | Signboards, without advertisement, steel, in boxes, bundles, or crates. |
| Silhouettes, paper | Targets, military, packed flat, in boxes, bundles, or crates. |
| Soap, automobile | Soap, N. O. I. B. N., in inner container or in bulk, packed in pails, tubs, barrels or boxes. |
| Soap, castile | Soap, N. O. I. B. N., in inner container or cakes or bars, wrapped or not wrapped packed in barrels or boxes. |
| Soap, laundry, cakes | Soap, N. O. I. B. N., in bars or cakes, wrapped or not wrapped, packed in barrels or boxes. |
| Soap, saddle, cans | Soap, N. O. I. B. N., in tin cans, packed in barrels or boxes. |
| Soap, salt water | Soap, N. O. I. B. N., in bars or cakes, wrapped or not wrapped or in bulk, in pails, tubs, barrels, or boxes. |
| Soap, toilet, cakes | Soap, N. O. I. B. N., in cakes, wrapped or not wrapped, packed in barrels or boxes. |
| Solder | Solder, N. O. I. B. N., in pigs or slabs, weighing each 25 pounds or over, loose. On slatted reels or on reels or spools in crates, in barrels or boxes. |
| Solvol, quarts | Cleaning compound, in cans, in barrels or boxes. |
| Spotters, target, large | Targets, spotters, paper, in boxes. |
| Springs, bunk, cot, complete. | Bedstead, rails and wire bed springs combined, iron or steel, loose or in packages. |
| Spring, helical, bunk | Springs, bed, coiled or spiral wire with or without woven wire fabric, tops compressed to not exceeding 1 inch in thickness of the wire work of each bed spring securely tied or wired in bundles or in crates (not compressed loose or in packages takes much higher rate).<br>Compressed to not exceeding one-half of normal thickness of each bed spring, securely tied or wired in bundles or in crates. |
| Stazon | Iron or steel rust-preventing compound, in metal cans or tubes, in barrels or boxes. |
| Stoves, oil | Stoves, oil, N. O. I. B. N., in barrels, boxes, or crates. |
| Stretchers, field | Stretchers, hospital, other than wheeled, K. D., or folded in boxes, bundles, or crates. |
| Swords, N. C. O | Swords, in boxes. |
| Switchboards | Switchboards. in boxes or crates. |
| Scientific instruments | Scientific instruments, N. O. I. B. N., in barrels or boxes. |
| Subsistence stores | Description should be shown by name of the article shipped, viz, 1 bag coffee, 1 box canned goods, canned fruit or canned vegetables, 1 bag sugar, etc., as the case may be. |
| Tables, folding | Tables, folded flat, finished, wrapped in burlap, fabric board, or paper, or in boxes or crates. |

| Commercial name of articles or their name and description as known to the Marine Corps | Name by which articles should be described on bills of lading in accordance with consolidated freight classification and manner in which they should be packed |
|---|---|
| Tables, mess | Tables, mess, K. D., or folded flat, in boxes or crates. |
| Targets, Aiken, complete | Military targets, K. D., iron or steel, in boxes, bundles, or crates. |
| Targets, "G," 1913, wooden. | Military targets, K. D., wooden, in boxes, bundles, or crates. |
| Targets, paper | Targets, military, in boxes, bundles, or crates. |
| Telephone, field | Telephones, N. O. I. B. N., in barrels, boxes, or crates. |
| Telescopes | Telescopes, hand or other than hand, in boxes. |
| Tires, pneumatic | Tires, rubber, pneumatic, in wrapped bales or bundles or in boxes or crates. |
| Tires, solid, pressed on steel base. | Tires, rubber, solid, mounted on iron or steel base, loose or in packages. |
| Tongs, ice | Ice tools, in barrels or boxes. |
| Torches, blow | Torches, blow, in barrels or boxes. |
| Toweling | Cotton piece goods, in the original piece, in boxes or burlapped bales or rolls. |
| Tractors | Tractors, internal combustion, loose. |
| Tripods, machine gun, etc. | Tripods, N. O. I. B. N., iron or steel, K. D., or folded flat in boxes, bundles or crates; wooden, K. D., or folded flat in boxes, bundles,or crates. |
| Trucks, automobile | Trucks, freight, automobile, S. U., loose. |
| Trucks, hand | Trucks, hand, with platform without standing ends, sides, stakes, or standards or with ends, side stakes, or standards detached, loose, or in packages. |
| Trumpets | Trumpets (musical instruments, N. O. I. B. N., wind), in boxes. |
| Tumblers | Tumblers, glass, packed in barrels, boxes, or crates. |
| Tureens, soup, enamel | Enameled ware, nested or not nested, in barrels, boxes, or crates. |
| Turpentine | Turpentine, spirits of, or wood turpentine in metal cans in crates, barrels, or boxes, or in bulk in barrels. |
| Twine, bales | Twine, N. O. I. B. N., in bags or bundles or in coils or on reels not wrapped; in coils or on reels paper wrapped or in burlapped coils or on burlapped reels; in barrels with cloth tops or in bales, barrrels, boxes, or crates. |
| Typewriters | Typewriters in boxes. |
| Uprights, target, frames | Frames, target, military, K. D., in boxes, bundles, or crates. |
| Varnish | Varnish, N. O. I. B. N., in metal cans or pails in barrels or boxes, or in bulk in kits or in iron or steel pails, in bulk in barrels. |
| Vises, bench | Vises, iron or steel, in barrels or boxes, weighing 15 pounds or over, loose or in packages. |
| Waste, cotton | Waste, cotton, in bales compressed to not less than 15 pounds per cubic foot. |
| Washstand, combination | Washstands, wrapped in burlap, fiber board, or paper, in boxes or crates. |
| Wheelbarrows, iron | Wheelbarrows, iron, S. U., loose or K. D., wheels detached, legs detached or folded to frame or without legs, in bundles, K. D., wheels detached, legs detached or folded to frame, or without legs, trays detached and nested in bundles, K. D., in boxes or crates. |
| Wire, barbed | Wire, barbed, iron or steel, in barrels, boxes, or coils, or on reels. |
| Wire, copper, insulated | Wire, copper, insulated, in barrels, boxes, or tubs, or in coils or reels. |
| Wire, copper, bare | Wire, copper, plain, in barrels, boxes, or tubs, or in coils or on reels. |
| Wire, G. I | Wire, galvanized-iron, in barrels, boxes, bundles, or coils, or on reels. |

## 16–248

(1) **Military impedimenta.**—All company, battalion, regimental, or Government property, other than that shown in article 16–28, moving in connection with bodies of troops (but not necessarily in the same train with the troops), will be covered by Government bill of lading. Under the provisions of the consolidated classification such property may be shown on the bill of lading as "Military impedimenta," without other specific description. The carrier will assess a minimum weight of 24,000 pounds and the third-class rating on carload quantities and the first-class rating on less-than-carload quantities. Military impedimenta may be loaded in cars regardless of carrier's packing requirements.

(2) **Conditions and instructions on reverse.**—Shipping officers should familiarize themselves with the "Conditions and instructions" on

the reverse side of the bill of lading as they frequently determine the charges made by a carrier for moving a shipment. For example, condition 5, reading "This shipment is made at the restricted or limited valuation specified in the tariff or classification at or under which the lowest rate is available, unless otherwise indicated on the face hereof," eliminates the necessity for notations on the face of the bill of lading as to valuation in the shipment of personal effects or other articles on which there is a declared valuation. However, if the actual valuation is greater than the declared valuation as shown in the classification, the exact valuation should be shown on the bill of lading. For notations on bills of lading covering express shipments see articles 16–209 and 16–268 (1).

(3) **Extra notations, abbreviations, etc.**—Unnecessary notations should not be shown on bills of lading in connection with the rate or any other service, unless a special rate not published in tariffs on file with the Interstate Commerce Commission is contracted for or granted by the carrier, in which case the rate and the authority therefor should be shown on the bill of lading. Abbreviations or ditto marks should not be used when describing shipments, as they may be misinterpreted and a higher rating assessed. The carrier's agent or bill clerk cannot always check the articles against the bill of lading description; therefore, numerous errors are liable through the use of abbreviations or ditto marks. For example, "25 rolls of W. paper" is incorrect; same could be read "wall paper," "wrapping paper," "wax paper," etc., all taking different rates. The rate on the highest classed article would be assessed.

(4) **Size of car furnished.**—When cars of certain dimensions are ordered for carload shipments, the size of the car ordered should be shown on the bill of lading, together with the initial and number of the car and the size of the car furnished by the carrier. When a car of the size ordered is not available, and the carrier at its own convenience furnishes a larger car, or two smaller cars, this information, together with the initials and the numbers of cars furnished should be shown on the bill of lading.

(5) **When old or used articles** are to be shipped, full description should be shown on the bill of lading to denote that same is an old or used article. If this is not done, the carrier will charge the same rate as applicable to the article when new, which in most cases is higher than on the same article when old or used. Articles that are of no further use, except as scrap, i. e., old empty cartridge shells and clips, the article should be described as "scrap," and should also be broken up or scrapped before being tendered to the carrier, otherwise, the carrier will assess the rate applicable to the set-up, finished, or complete article. This also is applicable to old engines, boilers, or other articles made of iron or steel, the rate on scrap iron or steel being much lower than the rate on such articles set-up or in their complete state.

(6) **Consolidating shipments.**—In making shipments of household goods, personal effects, or other articles from one post to another, and when the property of more than one officer or enlisted man is shipped on the same day, only one bill of lading should be issued to cover all of the property shipped. The bill of lading should show the post quartermaster, at the post to which the shipment is destined, as the consignee and should also show the ultimate consignee or owner of the property. A separate bill of lading for each shipment is improper, and will, in most cases, result in additional charges being assessed by the carrier. By consolidating such shipments, the carload ratings can be applied in most cases, resulting in lower charges for handling the shipment. The foregoing procedure should be followed in making shipments to ports of the United States, for reshipment beyond the continental limits of the United States.

(7) **Airplanes.**—When making shipments of airplanes, flying boats, or hydro-airplanes or their spare parts, care should be exercised to see that the full description, as shown in the consolidated classification or article 16–247 is used when describing such shipments on bills of lading. The material of which the spare parts are composed should be shown on "airplane parts, cloth and wood combined or metal and wood combined, etc." and not simply, "airplane parts." If a shipment is composed of the component parts of a complete airplane, it should be described on the bill of lading as "airplane, K. D." The number of blades and the material from which constructed should be shown on the bill of lading when shipping airplane propellers.

### PACKING

### 16–249

(1) **Consolidated freight classification.**—Shipments should be packed in accordance with the specifications promulgated by the Interstate Commerce Commission and published in the "Consolidated freight classification" to obtain the lowest freight rates. Proper and secure packing insures safe transportation by the carrier from point of origin to destination and shipping officers should give the packing of freight shipments their most careful attention.

(2) **Marine Corps property.**—The packing and crating of officers' baggage, personal effects, or household goods, are taken care of in articles 16–264 to 16–288, inclusive, of these instructions, and the instructions contained herein under "Packing" should in no way be considered as modifying any of the provisions affecting officers' baggage, personal effects, or household goods, but should be applied to all other shipments of Marine Corps property.

(3) Ratings are applied on articles in accordance with the manner in which they are packed. Articles knocked down are given lower

rates than when set up. Articles nested are given lower rates than when not nested. Articles in boxes, crates, or packages which give them more protection are given lower rates than when loose or in bundles or packages which do not give them as much protection.

(4) **Secure packing.**—All freight should be packed securely to insure safe transportation and to eliminate loss and damage by rough handling, thereby eliminating the necessity for loss and damage claims against carriers. The placing of a shipment in a cheap container will cause loss or damage to the article in transit which cannot be recovered from the carrier.

(5) **Cost of container.**—The cost of the container should be taken into consideration; as for example, a shipment is made in a heavy high-priced container between two short-haul points, whereas had the shipment been wrapped in a bundle, bale, or shipped loose even though a higher rate would be applied, there would actually have been a saving effected on the transaction and no damage incurred by so packing. The judgment of the shipping officer should be exercised in such cases, but for long hauls, the safe container is most desirable.

(6) **Articles of different descriptions** should never be placed in the same container, as this causes the carrier to charge the rate on the entire package, which would apply on the highest classed or rated article in the package.

(7) **To obtain cheapest rates.**—In order to obtain the cheapest rates the following should be considered, viz:

The material and style of package which will fully protect shipment at the least expense in construction.

The style of package which secures lowest classification or rating.

The style and material of package which reduces the tare or dead weight to the lowest possible minimum.

(8) **Weight on which rates are based.**—Freight rates are based on the gross weight of the package, which includes the weight of the article shipped and the weight of the container. The weight of the container is considered the tare or dead weight and should be as light as possible to obtain the lowest charges. The material and style of package should be given close consideration. In constructing containers made of wood, the lightest but strongest kinds of lumber should be used, as the matter of tare or dead weight depends on the kind of material used in the construction of the box or crate. The weight of lumber depends upon whether it is dry or green, weighing at least 25 percent more when green than when dry. Using green or only partly dry lumber for boxing or crating purposes increases freight bills. Leaving crating lumber out in the rain also brings about higher freight charges.

(9) **Density or bulk** of a package or the amount of space it will occupy in a car is always considered by the carriers and the classification committee when rating or classification is assigned to an article in the "Consolidated classification." The style of the pack-

age should be considered together with the reduction of its density or bulk, if possible. The smaller the package which will accommodate the shipment, the less space in a car it will consume when loaded.

(10) **Reducing space occupied.**—Whenever possible, articles should be knocked down to secure the lowest rate. Compression is a method by which bulk may be reduced and lower rates obtained, as the compression of articles in bales. Another method of securing a lower and cheaper rating or classification is by nesting three or more like articles fitted one within the other, so that each upper article will not project above the next lower article more than one-third of its height.

(11) **Crating versus boxing.**—When an article is given the same classification in crates as in boxes, it should be crated, as a crate can be constructed at less expense and will afford almost as much protection, especially if the corners are locked or strips placed diagonally across each corner, and the tare or dead weight is lower than that of a box. If the article crated is classified higher than boxed and a long haul is involved, the saving in freight charges at the lower rate on the shipment boxed would offset the saving in the construction of the different container.

(12) **Articles in bulk.**—Articles that can be handled or will be accepted by the carrier without packing should be so tendered to them and shipments which will be accepted in bulk by the carriers when in carload lots should be so loaded in the cars by the shipper.

## LOADING

### 16–250

(1) **Carload or less.**—Less than carload shipments, unless they are of a very heavy or bulky nature, are usually handled and loaded by carriers at the platforms of their freight stations by their agents, and carload shipments are usually loaded by the shipper.

(2) **Carload shipments.**—The consolidated classification, in its description of carload shipments, reads as follows:

> Carload ratings or rates apply only when a carload of freight is shipped from one station, in or on one car in one day, by one shipper for delivery to one consignee at one destination. Only one bill of lading from one loading point and one freight bill shall be issued for such carload shipment. The minimum carload weight provided is the lowest weight on which the carload rate or rating will apply.

(3) **Size of car to order.**—The size of the load and the space necessary to accommodate the shipments determine the size of the car which will best accommodate the shipment. It is essential to specify the size of the car required when ordering same from carrier, for if this is not done the carrier may furnish a car which is much too large and base the freight charges on the minimum weight provided for the car furnished in accordance with the sliding scale of weights

for extra size cars shown under rule No. 34 of consolidated classification.

(*a*) For example, if a certain size car, say a 40-foot car, will better accommodate a shipment than a 42-foot car, or one larger, the size of the car required should be ordered, for if the shipment was loaded in a 42-foot car or one larger than the car required, the minimum weight for the larger car would be assessed if greater than the actual weight, this transaction necessitating payment for weight not hauled.

(*b*) When a carrier furnishes a larger car than the one required at its own convenience, the smaller car not being available, the charges will be computed on the minimum weight for the car required or ordered, viz, the smaller car.

(*c*) When a certain size car is ordered and two smaller cars are furnished by the carrier at its own convenience on account of car ordered not being available, one of the cars, the larger of the two, if of different lengths and subject to different minimum weights, when loaded singly, shall be charged the minimum weight fixed for such car and the remainder of the shipment loaded in or on the other car and shall be charged for at actual or estimated weight and carload rate, but in no case shall the total weight charged for the two cars be less than the minimum weight fixed for the car ordered.

(4) **Different classifications.**—All cars should be loaded to their fullest or marked capacity, especially when shipments of mixed supplies differently rated or classified are to be made and the largest cars procurable should be ordered for such shipments.

(*a*) Rule No. 10 of consolidated classification permits the mixing of various articles which are differently classified or rated in carloads. One section of rule 10 reads:

(*b*) "When a number of different articles for which carload ratings or rates are provided are shipped at one time by one consignor to one consignee and destination, in a carload, they will be charged at the carload rate applicable to the highest classed or rated article and the carload minimum weight will be the highest provided for any of the articles in the carload."

(*c*) For example, a carload shipment containing 15,000 pounds of wooden boxes, S. U., nested, 12,000 pounds of rapid-fire guns not mounted, and 500 pounds of enameled ware should be charged for under rule No. 10 of consolidated classification as follows: Wooden boxes, S. U., nested, are classified or rated fourth class, minimum weight 18,000 pounds; rapid-fire guns not mounted are classified or rated fifth class, carload minimum weight 30,000 pounds, and enameled ware is classified or rated in carloads, fourth class, minimum weight 20,000 pounds. The highest classed or rated article in this carload mixture is fourth class and the highest minimum weight is 30,000 pounds; therefore, the correct charges would be based on the total weight of the shipment, viz, 27,500 pounds at the highest minimum weight, 30,000 pounds and the highest classed rating, fourth class.

(*d*) In loading a carload of mixed articles, articles taking the same classification or rating when in straight carloads should be segregated in different parts of the warehouse, loading platform, or near the siding on which cars are spotted, and articles of the lowest classification should be loaded first, the next lowest, and so on until the highest-classed articles are the last to be placed or loaded in the car. Heavy or compact articles, such as lumber or iron or steel sheet or other low-classed articles should always be loaded or packed on the car floor and at the ends of the car. Bulky articles should be always left until the other supplies are loaded, and if the car is full they can sometimes be gotten in the doorway of the car. Some articles are rated the same, both in carloads and less than carloads, and such articles should be among the last to go into a mixed carload.

(5) **Ascertaining weights before loading.**—Whenever practicable the correct weight of articles shipped in carloads should be ascertained by the shipping officer before loading, as many overcharges due to errors in weight are caused by allowing the carrier to weigh shipments in transit. These errors are due to faulty scales or the fact that cars are weighed on track scales while still in the train and not uncoupled at each end and weighed separately as they should be.

(*a*) The car and its contents are weighed by the carrier and the tare weight of the car stenciled on each side is deducted from the gross weight of the car and its contents to obtain the net weight. This method often causes a heavy loss when the shipping officer is not aware of the exact weight of the articles in the car due to the following: The tare weight is stenciled on the car by the builders when it is new. After the car has been in service for some time and has been exposed to the elements the wood becomes soaked, etc., and the weight of the car is thereby materially increased over the figures stenciled on its sides. There are other reasons which cause the tare weight of the car to be increased over the figures stenciled thereon, such as being weighed with snow and ice on its top in the winter months and in cold climates, and by accumulations of dirt, etc., on the car floor which are not removed. If the officer making shipment has weighed the articles before loading and can prove the weights, these weights would govern in cases of disputes.

(6) **Less than carloads consolidated.**—If less-than-carload shipments are made from one post to another at frequent intervals, that is, a few days apart, and the supplies are not urgently needed, expense can be saved by holding them until sufficient weight has accumulated to ship as carload shipments on which the carriers assess carload rates.

(7) **Articles of same description in one car.**—If two carload shipments of mixed articles are being loaded the same day, destined to the same place, even though the final destinations may be different, as in the case of shipments to Norfolk for various points in the West Indies, a portion of like articles should not be loaded into each car.

The articles should be stored according to their description and classification and all of one article should be in the same car and not loaded indiscriminately into both of the cars.

(8) **Destination via another carrier.**—On movements of freight to a point located on the tracks of one carrier but reached via the tracks of another carrier, the carrier moving the freight into the city or town at which the post is located usually absorbs the switching or charges for making delivery to the other carrier's tracks on carload shipments. Shipments to points thus located should be made in carload lots whenever practicable as there is usually an extra charge for making this delivery on less-than-carload shipments. For example: The naval operating base, Norfolk, Va., is located at Sewalls Point, Va., a local point of the Virginian Railway, and is reached via the Norfolk & Portsmouth Belt Line, a switching carrier operating through the city of Norfolk, Va., and the Virginian Railway. The various carriers receiving a line haul into Norfolk will absorb the charges for switching a carload shipment by the two lines mentioned above when the weight of the load is 12,000 pounds or more, or, in other words, the flat rates to Norfolk will apply on carload shipments weighing 12,000 pounds or over when destined to the naval-operating base, Norfolk, Va., without any additional charges. However, on less-than-carload shipments under 12,000 pounds, there is an extra charge for making this delivery over and above the flat Norfolk rates, unless Government vehicles can go to Norfolk, a distance of nearly 10 miles, and haul the freight to the post, which is usually impracticable.

(9) **Overflow shipments.**—After a car has been loaded to its fullest capacity and there still remains some of the same shipment which must be shipped to the same consignee and destination, if the freight is not subject to rule No. 34 of consolidated classification (the sliding scale of weights for extra-length cars into which is loaded freight with a minimum weight of 30,000 pounds or under) and if it is included on the bill of lading covering the carload shipment, it may be handled as what is known as an overflow shipment and loaded into another car. No matter what the overflow shipment may weigh, if the carrier is properly notified of the transaction so that notation can be made on the waybills covering both the carload and the overflow shipment, the charges for the overflow shipment will be based on the actual weight at the carload rate applying on the carload shipment.

(*a*) If the carrier is not properly notified in a case of this kind, an overcharge to the Government will result on account of the carrier assessing less-than-carload rates on an overflow shipment when carload rates are applicable. The above applies when the minimum weight for the article or articles in carloads is more than 30,000 pounds.

(*b*) The same condition mentioned in the preceding paragraph may exist when the articles (which cannot be loaded into the car after its capacity has been reached) are subject to rule No. 34 of consolidated classification. In a case of this kind after a car has been loaded to its fullest capacity, the balance of the shipment may be loaded into another car, if one is available, and tendered to the carrier as a less-than-carload shipment. This car should not be sealed by the shipper, in order that carrier's agent may load other freight into the same car if desired. This method may be used if possible or the balance of the shipment may be hauled to the carrier's freight station by Marine Corps conveyance and handled as a less-than-carload shipment over the carrier's platform.

(10) **Class of service desired.**—Many overcharges result both on Government and commercial shipments by not following the rule of notifying the carrier's agent that less-than-carload service is desired on a car loaded by shipper with freight that does not fill the car and on which, by applying the less-than-carload rate, a lower charge is obtained than by applying the carload rate. There is a rule in the consolidated classification which states that when, by applying less-than-carload rates, a lower charge is obtained on a car loaded to its fullest capacity, than by applying carload rates on the car, that the charges based on the less-than-carload rates will apply. Another section of the same rule states that when carload rates are cheaper that carload rates will apply. Still another section of the same rule states that when a car is loaded and sealed by a shipper and tendered to the carrier as a carload shipment, without other freight therein, that this car shall receive carload service and that carload rates will be assessed thereon. As the three sections of this rule are confusing, the Interstate Commerce Commission has been requested on various occasions to render decisions as to what actually constituted a carload shipment and when a carload rate was properly assessable, and in all of its decisions the Interstate Commerce Commission has contended that the service requested, viz, carload or less than carload, should be the service on which the charges should be based.

(11) **Carload versus less-than-carload service.**—If a car is loaded by a shipper, sealed at his warehouse or siding and so tendered to the carrier, it is always considered a carload, even though it contains only a small lot of freight, and unless the carrier's agent is notified that less-than-carload service is desired on the car, the carload minimum weight and the carload rate will be assessed, even though the total charges are higher than if less-than-carload rates are assessed at actual weight. In view of the foregoing, shipping officers who load their carload and less-than-carload shipments at their warehouses or sidings should be careful to see that the kind of service desired is always requested from the carrier's agent, so that overcharges resulting from the practice of not following this rule may be eliminated.

## TRANSPORTATION

### ROUTING

### 16–251

(1) **Routing of Marine Corps freight traffic by the quartermaster.**—Routings will be obtained from the Quartermaster for all shipments to be forwarded by commercial carrier under Government bills of lading, except the following:

(*a*) See paragraph 16–251 (5).

(*b*) Shipments via carriers with whom contract rates or agreements are in effect.

(*c*) Shipments between points in foreign countries.

(2) **Requests for routing.**—Requests for routing will be made by letter sufficiently in advance of the contemplated movement of the material or property to permit of action and answer by mail whenever practicable. In emergencies where time will not permit, requests by radio will be made. Requests for routing will contain the following information:

(*a*) Material or property to be shipped.

(*b*) Consignee.

(*c*) Destination.

(*d*) Quantity, weight, and cubic measurement.

(*e*) Approximate date material or property will be available for shipment.

(*f*) If shipment is to be loaded in cars, state railroad serving the post, activity, or plant from which shipment will be made, and any other facts pertinent to the shipment.

(*g*) In cases where special packing is required, or pieces are of unusual weight, length, or bulk, information with reference thereto will be furnished.

(3) **Routing order furnished.**—Upon receipt of request for routing the Quartermaster will furnish the shipping officer with complete routing instructions to be shown on the bill of lading together with the routing order number covering each shipment.

(4) **Monthly statement of tonnage via contract carriers.**—A monthly statement of all tonnage via carriers with whom contract rates are in effect, as mentioned in paragraph (1) (*b*) of this article, will be furnished the Quartermaster.

(5) **Authorized routing by shipping officers.**—Shipping officers are authorized to furnish carriers with routings for shipments of Government property weighing less than 5,000 pounds and personal property weighing less than 1,000 pounds and they should familiarize themselves with the various lines or carriers, both rail and water, operating into and out of the town or city in which they are making shipments,

the terminal facilities offered, and other geography from a traffic standpoint. When a shipment is to be made the various carriers should be consulted, and the carrier offering to move the shipment from point of origin to destination at the lowest total charges should be the one to which the shipment should be tendered, whether the route be all rail, all water, water and rail, rail and water, or some other combination of carriers. Except as provided for all-rail shipments in paragraph (13), if the carrier's agent at point of origin is unable to supply information as to the cheapest route to destination or is not in position to obtain it from his company when alternative routes as outlined in the foregoing are offered, or the route is not shown in paragraph (11), the shipping officer will obtain the routing from the Quartermaster. "No through rate" is not sufficient evidence to preclude sending a shipment via a certain route, as there may be a combination of rates, as from an inland point to a port to which is added the water rate, or a water rate to a port to which is added a rail rate, that may result in cheaper charges from point of origin to destination than the charges based on a through rate via some other route.

(6) **Government vessels.**—Shipping officers, if located on the coast or at a seaport which is touched by Government-owned vessels or transports, should, whenever possible, use this mode of transportation. Shipping officers at posts located at inland points should route shipments to the nearest seaport for further shipment via Government-owned vessels or transports or commercial ships, whichever method will save expense on a long haul, except as provided in article 16–272 (2).

(7) **Commercial water routes.**—The rates on shipments via all-water routes when it is necessary to use a commercial carrier are usually much lower than rates via all rail, or rail-and-water routes, and shipments will be so routed when the rates are lower.

(8) **Shipments from contractors.**—When a shipment is made from a contractor located at a point where there are competitive carriers, one carrier may have a cheaper rate in effect to the destination point than the other carrier and such condition should be familiar to the shipping officer when the bill of lading is issued. The originating line having the cheapest rate should be given the shipment

(*a*) There are times where the contractor's warehouse is located on a certain carrier's tracks, and he requests the loading of the car at his warehouse, where a competitive carrier with no physical connections may have a cheaper rate in effect. In a case of this kind the contractor should not be allowed to load the car at his warehouse unless the freight charges are to be paid by him or he pays the difference between the charges at the cheaper rate and the charges that would apply by loading the car at his warehouse. The rates from points of origin to destinations via competitive lines and routes should be ascertained before a contract is made with contractor when the charges are to be paid by the Marine Corps, and the rates via the cheapest routes from the point of shipment to destination should always be taken advantage of.

(9) **American-owned vessels.**—Shipping officers who make shipments via commercial water carriers to posts located at island possessions of the United States or in foreign countries when Government transportation is not available should route shipments via American-owned vessels whenever practicable.

(10) **Shipments to Peiping and other destinations in China, Philippine Islands, Guam, and Honolulu.**—When Government transportation is not available, all shipments so destined from posts on or near the east coast will be forwarded via the cheapest route to the nearest seaport from which there are sailings of vessels of carriers in the trade. There are through freight rates available, and through bills of lading to these destinations will be accepted by carriers operating from Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; Norfolk, Va.; Newport News, Va.; and most of the South Atlantic and Gulf of Mexico ports. Transshipment is made at Shanghai and other ports in China of cargo destined to Peiping. Some of the carriers in this trade operate through the Panama Canal direct to destinations without touching at or transshipping via ports on the west coast of the United States, but intercoastal steamship lines and other carriers that operate via west coast ports will accept through bills of lading and assess the same through rates from east coast ports to these destinations.

(11) **Cheapest routes.**—The following routes between the points involved have been found to be the cheapest, and will be used for shipments authorized by paragraph (5) to be routed commercially by shipping officers, unless otherwise instructed:

Boston, Mass., to Charleston, S. C., via Clyde Steamship Co.

Boston, Mass., to Jacksonville, Fla., via Clyde Steamship Co.

Boston, Mass., to New York, N. Y., via Eastern Steamship Lines.

Boston, Mass., to Norfolk, Va., via Merchants & Miners' Transportation Co.

Boston, Mass., to Parris Island, S. C., via Ocean Steamship Co.; Savannah, Ga., Beaufort & Savannah Line. (Issue through bill of lading showing route.)

Boston, Mass., to San Francisco, Calif., and other ports on west coast via Intercoastal Conference Steamship Lines.

New York, N. Y., to Key West, Fla., via Clyde-Mallory Line.

New York, N. Y., to New Orleans, La., via Morgan Line.

New York, N. Y., to Norfolk, Va., via Eastern Steamship Co.

New York, N. Y., to Parris Island, S. C., via Ocean Steamship Co.; Savannah Ga., Beaufort & Savannah Line.

New York, N. Y., to San Diego, Calif., via Intercoastal Conference Steamship Lines.

New York, N. Y., to San Francisco, Calif, and all other ports on the west coast via any Intercoastal Conference Steamship Lines.

New York, N. Y., to points in Texas, via Clyde-Mallory Line or Morgan Line to Gulf ports, all rail beyond. (Issue through bill of lading showing route.)

Norfolk, Va., to Charleston, S. C., via Norfolk, Baltimore & Carolina Line; Baltimore, Md., Bull Steamship Co. (Issue through bill of lading showing route.)

Norfolk, Va., to New Orleans, La., via Mooremack Gulf Lines. (Issue through bill of lading showing route.)

Norfolk, Va., to Parris Island, S. C., via Merchants & Miners Transportation Co.; Baltimore, Md., Merchants & Miners Transportation Co.; Savannah, Ga., Beaufort & Savannah Line. (Issue through bill of lading showing route.)

Norfolk, Va., to Pensacola, Fla., via Norfolk, Baltimore & Carolina Line; Baltimore, Md., Bull Steamship Co. (Issue through bill of lading showing route.)

Norfolk, Va., to San Diego, Calif., via Intercoastal Conference Steamship Lines.

Norfolk, Va., to San Francisco, Calif., and all other ports on the west coast via any Intercoastal Conference Steamship Line.

Parris Island, S. C., to San Francisco, Calif., and other ports on the west coast, via Beaufort & Savannah Line, Savannah, Ga., and any Intercoastal Conference Steamship Line. (Issue through bill of lading showing route.)

Pensacola, Fla., to San Francisco, Calif, and other ports on the west coast, Louisville & Nashville Railroad; Mobile, Ala., and any Intercoastal Conference Steamship Line calling at Mobile. (Issue through bill of lading showing route.)

Pensacola, Fla., to Washington, D. C., via Bull Steamship Co.; Baltimore, Md., Baltimore & Ohio Railroad Co. (Issue through bill of lading showing route.)

Philadelphia, Pa., to Boston, Mass., via Merchants & Miners Transportation Co.

Philadelphia, Pa., to Hampton Roads, Va., via Philadelphia & Norfolk Steamship Co.

Philadelphia, Pa., to Key West, Fla., via rail to New York, N. Y., care of Clyde-Mallory Line.

Philadelphia, Pa., to New Orleans, La., via Mooremack Gulf Lines.

Philadelphia, Pa., to Norfolk, Va., via Philadelphia & Norfolk Steamship Co.

Philadelphia, Pa., to Parris Island, S. C., via Merchants & Miners Transportation Co.; Savannah, Ga., Beaufort & Savannah Line.

Philadelphia, Pa., to Pensacola, Fla., via Ericsson Line; Baltimore, Md., Bull Steamship Co. (Issue through bill of lading showing route.)

Philadelphia, Pa., to San Diego, Calif., any intercoastal Conference Steamship Line.

Philadelphia, Pa., to San Francisco, Calif., and other ports on the west coast of the United States, via any Intercoastal Conference Steamship Line.

Philadelphia, Pa., to various points in Texas, via Southern Steamship Line to Houston, Tex.; all rail beyond.

Portsmouth, N. H., to points in the South and Southeast usually cheaper via port of Boston and water carriers if there be service from this port.

Points in central territory east of Mississippi River to San Francisco, Calif., and other ports on the west coast usually cheaper via rail to Baltimore, Md., and thence via any intercoastal line to west coast.

Quantico, Va., to Pensacola, Fla., via rail lines to Baltimore, Md., Bull Steamship Co. (Issue through bill of lading showing route.)

Quantico, Va., to San Francisco, Calif., and other ports on the west coast via rail to Baltimore, Md., any International Conference Steamship Line beyond. (Issue through bill of lading.)

San Diego, Calif., to Los Angeles Harbor, Calif., via rail if cargo not of sufficient quantity for water carrier.

San Francisco, Calif., to ports in China, via American President Lines.

San Francisco, Calif., to Guam, via American President Lines.

San Francisco, Calif., to Honolulu, via Matson Navigation Co., or American President Lines.

San Francisco, Calif., to Mare Island, Calif., via Crowley Launch & Tugboat Co. (Navy contract renewed each year. Line with lowest bid performs service. Present contract with Crowley Launch & Tugboat Co.).

San Francisco, Calif., to San Diego, Calif., via rail if cargo not of sufficient quantity for water carrier.

Seattle, Wash., to Puget Sound Navy Yard or Bremerton, Wash., via Puget Sound Navigation Co.

Washington, D. C., to Norfolk, Va., via Norfolk & Washington Steamboat Co.

(12) **Routes in reverse direction.**—The carriers performing service via the foregoing routes will, with very few exceptions, perform the same service in the reverse direction, and shipments will be so routed unless information is received from the carrier's agent that such service is not available or that the same rates do not apply in the reverse direction.

(13) **Unrouted bills of lading.**—Where there is any doubt as to the correct routing from point of origin to destination in the case of all-rail shipments which are authorized by paragraph (5) to be routed by shipping officers, such shipments will be tendered to the initial carrier on unrouted bills of lading (bills of lading with no routing other than the initial carrier). In no case, however, where a combination of water-and-rail or rail-and-water routes is involved will a shipment be tendered to the initial carrier on an unrouted bill of lading. For this class of traffic complete routing from point of origin to destination must be shown on the bill of lading.

(14) **Land-grant routes.**—Where land-grant routes are involved and there are lines which do not equalize rates via these land-grant routes but are in competition with lines which do equalize, shipments which are authorized by paragraph (5) to be routed by shipping officers will be routed only via carriers which equalize rates established via the cheapest land-grant route.

(15) **Delivery at destination.**—In many cases the Marine Corps warehouse to which a shipment is destined is located near the freight depot of a particular carrier, making delivery by that carrier desirable. Before issuing a bill of lading for a shipment which he is authorized to route, the shipping officer should familiarize himself with delivery conditions at destination and in cases where delivery is desired by a particular carrier, as above stated, the delivering line should be specified, even on unrouted bills of lading.

## DEMURRAGE

## 16-252

(1) **Definition.**—Demurrage charges are assessed by the carriers for the detention of freight cars for a longer time than is allowed for the loading or unloading of the cars. Demurrage charges accrue both on empty and loaded cars detained over and above the free time allotted by the carrier for loading or unloading. This free time is 48 hours or 2 days, exclusive of Sundays and legal holidays, and in the estimation of the carriers this is ample time in which to load or unload a car, unless adverse conditions exist.

(2) At points where demurrage unavoidably occurs, the officer having cognizance of unloading or loading of cars will obtain a copy of the demurrage tariff from the carrier and familiarize himself therewith.

(3) **Average agreement.**—Where the conditions are such that demurrage charges cannot be avoided and where demurrage accrues monthly, the shipping officer or the receiving officer should enter into an agreement with the carrier to assess demurrage charges under what is known as the "average-agreement" plan of demurrage.

## DRAYAGE

### 16–254

(1) **Marine Corps vehicles.**—Drayage from the railroad station or freight warehouse to a Marine Corps post or station will be performed by Marine Corps vehicles whenever practicable.

(2) **Government vehicles.**—When Marine Corps vehicles are not available the local corps area coordinator for traffic will be requested to furnish a Government-owned vehicle before steps are taken to procure the services of commercial draymen.

(3) **Commercial draymen.**—When the service of commercial draymen are necessary, bids will be invited and the lowest bid accepted, if satisfactory.

(4) **Delivery to authorized representatives.**—Railroad agents will be instructed to deliver shipments only to authorized representatives of the Marine Corps for drayage to the post or station.

(5) **Removal from railroad station.**—Promptly upon receipt of arrival notice from the carrier's agent a Marine Corps vehicle or some other authorized drayman of the Marine Corps will call at the railroad station and remove the shipment to avoid storage charges.

(6) **Responsibility of drivers.**—Drivers of Marine Corps vehicles or of other vehicles performing drayage for the Marine Corps will be instructed that they are representatives of the Marine Corps, or of the consignee, and that any document signed by them is legal as being for the consignee or receiving officer. When a driver removes a shipment from the carrier's freight station he will be required to sign a delivery receipt. The shipment should always be inspected by him to determine if it is in good condition, and if in good condition a delivery receipt will be signed without exception, thereby giving the carrier a clear receipt of delivery.

(*a*) If the container appears to be in bad condition or to have been tampered with, or if a shortage exists, or the contents of container appear to be rattling, all notations as to existing conditions will be noted on the delivery receipt before being signed by the driver. Drivers will not sign delivery receipts until it has been determined that no loss or damage to the shipment exists.

(*b*) Drivers will be held accountable for any delivery receipts or other documents which are incorrectly signed before an examination of a shipment has been made.

### CLAIMS AGAINST CARRIERS

### 16–256

**The Government bill of lading** contains the following provision:

"(1) Unless otherwise specifically provided hereon, this bill of lading is subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier."

### 16–257

**Loss or damage to property in possession of carrier.**—In case of loss or damage to property while in the possession of the carrier, such loss or damage shall, when practicable, be noted on the bill of lading before its accomplishment. All practicable steps shall be taken at that time to determine the loss or damage and the liability therefor, and to collect and transmit to the proper officer, without delay, all evidence as to the same. Should the loss or damage not be discovered until after the bill of lading has been accomplished, the proper officer shall be notified as soon as the loss or damage is discovered, and the agent of the carrier advised immediately of such loss or damage, extending privilege of examination of shipment.

NOTE.—The "proper officer" is the officer designated to settle the account for transportation.

### 16–258

(1) **Period for presenting claim.**—Claims for loss, damage, or delay must be made in writing to the carrier at point of delivery or at point of origin within nine months after delivery of the property, or in case of failure to make delivery, then within nine months after a reasonable time for delivery has elapsed. Unless claims are so made the carrier shall not be liable.

(2) **Notifying carrier.**—In order that this rule may be complied with in all cases of loss or damage to public property, the agent of the carrier should be notified in writing of any loss or damage and informed that proper notation has been made on the bill of lading showing loss or damage incurred and that same constitutes a claim for the value thereof. In cases of loss or damage to personal property or baggage transported on Government bills of lading, the agent of the carrier should be notified in writing that claim will probably be filed by the owner of the property; the owner also being advised that it is incumbent upon him to file claim with the carrier within nine months after delivery, as otherwise the carrier will decline to entertain claim. In every case a copy of the letter addressed to the carrier will be forwarded to the disbursing quartermaster charged

with the settlement of the freight charges, and an additional copy thereof attached to the report of board of survey held in connection with such loss or damage. Any collection or adjustment on account of loss or damage to Government property will be effected by the disbursing officer paying the carrier's bill. [C. M. C. M. 3.]

## 16–259

**Checking discrepancy, loss or damage, survey.**—Public property that has been in transit will be carefully checked by the receiving officer against the bill of lading, property invoice, or carrier's expense bill upon arrival at destination in order to ascertain whether the carrier has fully carried out all obligations imposed upon it. Should any discrepancy, loss, or damage be found, the receiving officer will at once make application for a surveying officer, by whom the facts will be fully investigated (unless the carrier voluntarily assumes liability for the loss), and the money value of the damage or discrepancy will be charged to the party responsible therefor. The property will be delivered by the receiving officer to the officer to whom it is invoiced or to other proper consignee, with a statement of the deficiency or damage, and that action by a surveying officer has been requested. In case the responsibility is fixed upon the carrier, the receiving officer will note on the bill of lading the deductions which shall be made for such loss or damage by the disbursing officer who pays the accounts.

## 16–260

**Application for surveying officer.**—Should the officer to whom the property is invoiced on receipt of the same discover loss, damage, or discrepancy not noted by the receiving officer, he will at once make application for a surveying officer, notifying the receiving officer of the action.

## 16–261

(1) **Loss or damage to private property.**—In case of loss or damage to private property of officers or other persons connected with the military service that has been shipped on Government bill of lading, the Comptroller General has decided that any claim for loss or damage to the property by the carrier is a matter between the owner of the property and the carrier, and that there is no authority of law for the withholding of money due by the Government to the carrier to reimburse the owner for the loss of his property. The proper officer of the Quartermaster Department, will, however, exhaust every proper means to have a satisfactory adjustment made. The owner of the property must file claim with the carrier for any loss or damage, but the claim may be filed through the disbursing officer designated to settle the account, and that officer will in such cases endeavor to effect a prompt and equitable settlement.

(2) An act approved December 28, 1922 (31 U. S. C. 215), confers upon the Secretary of the Navy authority to consider, ascertain, adjust, and determine any claim on account of damages to or loss of privately owned property where the amount of the claim does not exceed $1,000, caused by the negligence of any officer or employee of the Government acting within the scope of his employment. This includes damages to or loss of household effects while in the custody of the Navy or Marine Corps on shore or in transit in Navy conveyance. In the case of claims arising out of the loss or damage to private property while in shipment, it must be shown that the custody of and control by the Navy or Marine Corps of such property has been specifically authorized by the Marine Corps Manual or the Bureau of Supplies and Accounts Manual. No claim may be considered unless presented within 1 year from date of accrual thereof. Claims may be submitted to the department for consideration and certification to Congress for such amount as may be found due.

(3) Claims submitted under the act of December 28, 1922 (31 U. S. C. 215), should be duly sworn to and addressed to the Judge Advocate General, via the Major General Commandant, and should include a brief statement of the essential facts and circumstances attending to the loss of or damage to the claimant's property, together with a statement that the said loss or damage was in no way due to the acts or negligence of the claimant. The property damaged or lost must be listed, the nature of the damage shown, and the time when such property was acquired by the claimant, the original cost price thereof, its estimated value at the time of the loss or damage, and the amount claimed in reimbursement for such loss or damage must be shown. Where claim is made for damage to property receipted bills for the repair thereof must be attached to the claim.

(4) The statement must show if the articles damaged or lost were covered by personal insurance and, if so, amount collected, if any, under said policy.

## 16–262

**Missing property located.**—If at any time subsequent to the receipt of a shipment property that has been reported as missing should be located or received, that fact will immediately be reported to the proper disbursing officer, stating the number and date of the bill of lading as well as the name of the shipping officer.

## 16–263

**Payment for transportation** will be made to the last carrier, unless otherwise provided in the bill of lading, and only for the quantity of stores delivered at destination, except that in case of loss of weight from natural shrinkage en route the weight shipped as shown on the bill of lading will be paid for, provided the packages are delivered intact. The payee will be held responsible for all loss or damage to stores while in transit unless released by a surveying officer, and such loss or damage will be deducted in making settlement for service.

### TRANSPORTATION OF BAGGAGE

### 16–264

(1) **In changing station** an officer's or noncommissioned officer's authorized baggage will be turned over to the Quartermaster's Department to be packed, crated, weighed, and marked for transportation as freight by ordinary freight lines, or by commercial van in accordance with the provisions of article 16–277. This transportation will be from quarters at one station to quarters at the other, and his effects will be placed therein but not unpacked. Allowable services of packing, crating, hauling, and transportation of household effects may be performed upon receipt of permanent change of station orders prior to detachment of the owner, subject to the provisions of article 16–272. Preparatory orders do not authorize a permanent change of station, therefore no expense for commercial packing, crating, and transportation services should be incurred; however, such packing and crating as can be done by personnel of the Quartermaster's Department may be performed upon presentation of such orders.

(2) A statement in the form of an inventory, in quadruplicate, showing the condition of the individual items of household effects turned over to the Government for shipment, will be prepared by the shipping officer when packing, crating, and hauling are performed by the Government. Example:

| Package No. | Kind of package | Contents | Condition of contents |
|---|---|---|---|
| 61 | Crate | 1 dining table | Top scarred. |
| 62 | do | 1 side table | Old, leg broken. |
| 63 | Box | 30 professional books | Good. |
| 64 | Barrel | 31 pieces chinaware | 29 good; 2 plates chipped. |
| 65 | Bale | 2 mattresses | 1 good; 1 stained. |

Trunks (to be crated) and packages turned over to the shipping officer by the owner already packed for shipment will be shown on the inventory in a manner similar to the following example:

| Package No. | Kind of package | Contents | Condition of contents |
|---|---|---|---|
| 64 | Crate | Trunk, said to contain clothing | Packed by owner. Condition of package good. |
| 67 | Box | Said to contain tableware and linen | Do. |

(3) Packages held in storage for the owner will, when shipped, be shown on the inventory in the same manner as those packed by owner, and the fact that they had been held in storage for his convenience and taken out of storage already packed will be noted on the inventory. The condition of packages received from owner or taken out of storage already packed shown on the inventory should be that at the time of receipt for shipment or removal from storage. Those not in good condition for shipment will be either placed in proper condition or repacked by the shipping officer, and those repacked will be shown on the inventory in the same manner as effects turned over to him for packing and crating.

(4) When the packing and crating are performed by commercial concerns, under contract or order placed by a representative of the Quartermaster Department, the contract or order will contain the following provisions:

(*a*) That an inventory of the items packed, in quadruplicate, showing their condition, will be promptly furnished by the contractor to the shipping officer.

(*b*) That the contractor will reimburse the owner for any damage to the effects packed, crated, or hauled by him, due to improper performance of such services.

(5) The original of the inventory will be retained on file by the shipping officer, to be furnished to the Judge Advocate General (if requested) for use in connection with the settlement of any claim for loss or damage to the shipment that the owner may submit; the duplicate will be furnished to the owner of the effects; the triplicate will be forwarded to the receiving officer at destination; and the quadruplicate will be retained by the shipping officer.

## 16–265

(1) **Requests** for transportation will be made in triplicate on NMC–150 and will be addressed to the representative of the Quartermaster Department, at the post or station from whence transportation of baggage is desired, and will be accompanied by three certified copies of orders directing change of station of the officer or noncommissioned officer making the request. The officer making the shipment will complete that portion of the form provided for reporting the cost of packing, crating, drayage, and shipment, and will forward the original and duplicate to the officer designated to settle the freight charges, together with two copies of orders directing the change of station and the memorandum copy of bill of lading covering the shipment.

(2) Where an officer or enlisted man is at or ordered to an overseas station and shipment of his baggage and/or household effects is authorized under the provisions of article 16–264 such shipment may be

[C. M. C. M. 3.]

accomplished upon the signature of the wife or other lawful adult dependent of the officer or enlisted man on Form NMC–150. The dependent signing Form NMC–150 must satisfy the shipping officer that he or she is the dependent head of the family in the absence of the officer or enlisted man involved, and has authority to request the release of the property.

The foregoing provisions apply only to authorized weight allowance of personnel involved. The cost of any excess weight involved, or shipment by any means other than ordinary freight or van, will be collected from the person requesting the shipment prior to forwarding of the effects. Excess weight packed, crated, drayed, or any weight forwarded by express will involve collection of extra expense involved prior to shipment.

Form NMC–150 will be signed by the person requesting the shipment as per following example:

John Doe, 2d Lieut., U. S. M. C.,
by Mary Doe, wife.

[C. M. C. M. 3.]

(3) Where any or all of the effects transported are packed and crated, or hauled, by commercial concerns, the vouchers submitted for such charges will be supported by two additional copies of Form NMC–150, and two certified copies of change of station orders. This is in addition to the requirements in the preceding paragraph. [C. M. C. M. 1 and 3.]

## 16–266

(1) **Weight allowance.**—The household effects that may be transported at public expense upon change of station will not exceed, when prepared for shipment in accordance with the commercial usage of the carrier selected as the transporting agent, the following gross weights:

| Rank | In the field or temporary change of station | Permanent change of station |
|---|---|---|
| | *Pounds* | *Pounds* |
| Major general | 1,000 | 14,500 |
| Brigadier general | 1,000 | 12,000 |
| Colonel | 800 | 11,000 |
| Lieutenant colonel | 800 | 10,000 |
| Major | 800 | 9,000 |
| Captain | 600 | 8,500 |
| First lieutenant | 600 | 7,500 |
| Second lieutenant | 600 | 6,000 |
| Commissioned warrant officer during first 10 years' commissioned service | 600 | 7,500 |
| Commissioned warrant officer after 10 years' commissioned service | 600 | 8,500 |
| Commissioned warrant officer after 20 years' commissioned service | 800 | 9,000 |
| Warrant officer | 600 | 5,400 |
| Aviation cadet, Marine Corps Reserve | 600 | 5,400 |
| Noncommissioned officers, first, second, and third grades | ---------- | 4,500 |
| Noncommissioned officers, fourth grade | ---------- | 3,000 |

[C. M. C. M. 2.]

(2) In computing allowances for commissioned warrant officers, the term "commissioned service" will include any prior service as a temporary commissioned officer. For the information of shipping officers, applications for transportation of household effects shall show total length of commissioned service of the applicant.

(3) When certain items of household effects and professional books are required for immediate use in the carrying out of change of station orders, and shipments by ordinary freight will not serve the purpose, express shipment within the continental limits of the United States of not in excess of 500 pounds is authorized from old duty station to new duty station or port of embarkation en route to new duty station. The weight shipped by express including professional books will be charged against the authorized weight allowance. Any weight in excess of 500 pounds shipped by express at the request of the owner of the property will be handled in accordance with article 16–267. [C. M. C. M. 3.]

(4) **Checkable baggage.**—An officer traveling in a mileage status by common carrier is not entitled to transportation, transfer, or drayage at public expense of any baggage accompanying him on the journey.

(5) **Professional books of officers, and noncommissioned officers above the grade of sergeant.**—The Quartermaster Department will pack, crate, and furnish transportation for professional books, including standard works of fiction, of officers, and noncommissioned officers above the grade of sergeant, changing station, officers ordered home for retirement, also for noncommissioned officers upon retirement or transfer to the reserve upon completion of twenty (20) years' active service, graduates of the United States Naval Academy and officers promoted from the ranks on their first assignment to duty as officers, which they certify to be their property or Government property entrusted to them and pertain to their official duties. The weight of professional books of noncommissioned officers above the grade of sergeant will be limited to five hundred (500) pounds. The weight of such books will not be charged against the authorized allowance of household effects, provided, the actual weight of such books is shown on Form NMC–150 in space provided therefor, and shown on bill of lading as a separate item. Failure to show the actual weight of professional books on Form NMC–150 and on bill of lading as a separate item will result in the weight involved being charged against the authorized allowance of household effects. Where such books are packed by the owner of the property, such owner will be obligated to notify the shipping officer of the contents of the package. [C. M. C. M. 1.]

## 16–267

**Shipment of excess baggage.**—Baggage in excess of the allowances prescribed in article 16–266 (1) will be shipped upon the same bill of lading with the regulation allowance, but no bills of lading will be issued by shipping officers, for baggage presented for shipment in excess of the authorized allowance until the owner of the property has consented in writing to checkage of his pay account for any extra

expense involved over and above the authorized allowance. Upon receipt of report of packing, crating, and shipment of baggage, all collections for extra expense involved will be made by the office of the Quartermaster, Headquarters, Marine Corps, except as provided in article 16–265 (2) and with the exception of reserve personnel placed on an inactive status, in which case the extra expense involved will be collected by the shipping officer prior to forwarding the shipment. [C. M. C. M. 3.]

## 16–268

(1) **Notation of valuation.**—Bills of lading covering shipments of baggage, personal effects, or household goods should not bear the notation "Released valuation $10 per 100 pounds." This notation is not necessary on a Government bill of lading. (See par. 5, instructions on reverse side of bill of lading). If carriers demand a notation as to valuation, when the value does not exceed 10 cents per pound, they can usually be convinced that it is not necessary by referring them to paragraph 5 mentioned above. In accordance with the freight classification, the rates on personal effects or household goods vary according to the value placed thereon. The Government will pay only the rate applicable on personal effects or household goods when the value of each piece does not exceed 10 cents per pound; therefore, the notation, "Unlimited valuation" should never be shown on bills of lading unless the owner desires to place a value of from $2 to $5 per pound on his property and pay the difference. Bills of lading covering shipments of personal property by express will, in all cases, regardless of whether such shipments are made at the released valuation or at a higher valuation, bear notation as to the valuation declared thereon by the owner, who will be required to consent in writing to checkage of his pay account in a sum sufficient to cover all costs in excess of the cost of shipment by ordinary freight, as provided in article 16–267.

(2) **Higher valuation.**—If owner desires and files written authority with the shipping officer to ship his baggage, personal effects, or household goods at a valuation higher than 10 cents per pound, he must place the valuation thereon as follows and consent in writing, to checkage of his pay accounts in a sum equal to the difference between the first-class rate and the rates hereinafter stated opposite the valuations; if the value of each article exceeds 10 cents per pound and does not exceed 20 cents per pound, one and one-fourth times first class; if value of each article exceeds 20 cents per pound and does not exceed 50 cents per pound, one and one-half times first class; if value of each article exceeds 50 cents per pound and does not exceed $2 per pound, two times first class; if value of each article exceeds $2 per pound and does not exceed $5 per pound, three times first class; if value exceeds $5 per pound, the shipment will not be taken by the carrier for shipment by ordinary freight. Collections will be made in accordance with article 16–267.

(3) **Payment by other than the Quartermaster Department.**—In all cases where the transportation charges on shipments covered by Government bills of lading are payable by departments other than the Quartermaster Department, United States Marine Corps, the department to which the charges should be billed will be shown in the body of the original bill of lading and on all copies thereof.

## 16–269

**Attaché in foreign country.**—An officer detailed for duty in a foreign country as a military attaché is entitled to packing, crating, and transportation of professional books and papers and the number of pounds of personal baggage specified in article 16–266.

## 16–270

(1) **Upon retirement or death.**—Upon receipt of orders detaching them from duty and directing them to proceed to their homes for retirement, the Quartermaster Department will pack, crate, and transport the authorized change-of-station allowance of baggage and professional books and papers of officers, warrant officers, and enlisted men, from their last-duty stations or places of storage to such places as may be designated by them as their homes, or to such places as may be desired by them, provided that any cost in the aggregate of all shipments so made over and above that which would have been allowed at Government expense on a like weight of authorized property shipped in one lot from the last permanent station to the place designated as home will be borne by the owner. The authorized allowance of effects of officers, warrant officers, and enlisted men of the first, second, third and fourth pay grades who die in active service may be shipped from their last-duty stations or places of storage to such places as may be the homes of their families or as may be designated by their legal representatives or executors as the homes of their heirs.

(2) **Enlisted men discharged for disability.**—The permanent change-of-station allowance of authorized baggage may be shipped at Government expense for any enlisted man of the first, second, third, or fourth grade, from his last-duty station to his home, who having 10 or more years' service in the Marine Corps is discharged on account of disability incurred in the line of duty.

(3) **Enlisted men dying in service.**—The effects of enlisted men below the grade of sergeant who die in active service will be transported in the most economical manner at Government expense from their last-duty stations or places of storage to such places within the limits of the United States as may be the homes of their families or as may be designated by their legal representatives. The term "effects" as used in this paragraph will include household goods and other personal property, exclusive of automobiles. (See arts. 3–6 (4), 16–212, 16–279 and 18–71.)

(4) Effects of deceased officers and enlisted men within the allowance transported free as baggage will, where practicable, accompany the remains, and effects in excess of the free allowance will be forwarded separately in the most economical manner.

(5) **Effects of former enlisted man.**—No shipment of personal effects may be made at public expense in excess of that carried free by public carriers when accompanying the body of a deceased former enlisted man discharged while a patient in a naval hospital and continued therein to date of death. Transportation charges for effects in excess of the free allowance should be paid in advance by the next of kin.

(6) **Enlisted men transferred to the Fleet Reserve.**—Packing, crating, hauling, and transportation of household effects at public expense within specified allowances are authorized for noncommissioned officers of the first, second, third, and fourth pay grades upon receipt of orders for transfer to the Marine Corps Reserve (Class I, Fleet Marine Corps Reserve, (b), (c), and (d)). Transportation is authorized from the last-duty station or place of storage of the effects to one or more destinations as may be desired. However, the total cost to public funds for all shipments will be limited to the cost on the actual weight shipped, within allowance, as one lot, from the old station to such place as may be selected by the individual concerned as his official home upon transfer to the Reserve. Shipment must actually be accomplished within one year from date of transfer.

## 16–271

(1) **Graduates of Naval Academy.**—Packing, crating, and transportation of 1,500 pounds of baggage will be furnished to graduates of the United States Naval Academy on their first assignment to duty as officers, from the Naval Academy or their homes to the point of first assignment.

(2) **Sergeants and above commissioned.**—Noncommissioned officers above the grade of sergeant, commissioned as officers from the ranks, will be furnished packing, crating, and transportation for 4,500 pounds of baggage, and sergeants commissioned as officers from the ranks will be furnished packing, crating, and transportation for 3,000 pounds of baggage, on their first assignment to duty as officers, from their homes or former stations to point of first assignment.

(3) **Other enlisted men commissioned.**—Enlisted men below the grade of sergeant commissioned as officers from the ranks will be furnished packing, crating, and transportation for 1,500 pounds of baggage, on their first assignment to duty as officers, from their homes or former stations to point of first assignment.

(4) **Unauthorized shipments.**—With these exceptions, transportation of baggage at public expense is not authorized when joining for duty

on first appointment to the military service nor upon reinstatement or reappointment, nor to effect transfers from one station to another at the request of those transferred.

## 16-272

(1) **Shipments within allowances.**—On permanent change of station, authorized baggage within the prescribed weight allowance may be transported at Government expense from the last permanent station to the new permanent station and/or from any points to any points, as may be desired by the owner; provided, that any cost in the aggregate of all shipments so made over and above that which is authorized at Government expense on the same weight of authorized property shipped in one lot from the last permanent station to the new permanent station, will be borne by the owner, as required by article 16-267; provided further, that authorized baggage within the prescribed weight allowance may be shipped from last permanent station to place of storage in the United States in the case of officers or noncommissioned officers ordered from shore duty in the United States to sea duty or duty overseas, or from place of storage in the United States to new permanent station when returning from sea duty or duty overseas to shore duty in the United States, without the collection of any excess cost.

(2) Authorized allowance of change-of-station shipments of baggage of officers, and noncommissioned officers of the first, second, third, and fourth pay grades where water transportation is involved will be forwarded in the most economical manner to the port of egress and from the port of egress via commercial water transportation, on through bill of lading, issued by the officer at the port of egress, direct to the new station, unless Government transportation is available at the time or will be available within 30 days from the date the baggage is turned over to the shipping officer. Such shipments will not be forwarded from the east coast to the west coast, or vice versa, for reshipment to destination via Government vessel but will be forwarded direct to destination on through bills of lading.

(3) When shipment is made in Government vessel the authorized allowance may be increased without collection of transportation costs on the excess weight, provided other Government material is not displaced thereby. The actual weight of such shipments will be shown on bills of lading, and will be used in computing excess costs if a subsequent commercial shipment is made under identical change-of-station orders.

(4) **Retired and reserve officers and noncommissioned officers.**—Retired personnel of the Regular Marine Corps and personnel of the Marine Corps Reserve, when ordered to active duty or temporary active duty other than training, are entitled to transportation of their household effects as for a permanent or temporary change of

station, as the case may be, as provided in article 16–266 (1), from their homes to place of duty. Upon termination of active duty or temporary active duty the permanent or temporary change of station allowances, as the case may be, are authorized between any points in the United States but limited in cost to shipment of the same weight within allowance from place of duty to place to which mileage has been or will be obtained, or, if no mileage is involved, then to place selected as home or place of abode upon release. Shipment must be made within 1 year from termination of duty.

(5) **Household effects, Navy personnel.**—Navy personnel who have been on duty where no Navy supply officer is available, and who are in receipt of proper orders detaching them from such duty may submit application for transportation of household effects, S. and A. Form 34 or Form NMC–150 to the representative of the Quartermaster's Department concerned for packing and crating of effects. Upon completion of the transaction the representative of the Quartermaster's Department concerned will submit the report to the Quartermaster. Invoice and receipt NMC–24 will be properly executed in each case and forwarded to the Quartermaster, in order that the Marine Corps may obtain transfer of funds to cover the expense involved. Where the labor performed is by enlisted personnel or civilian employees of the post or station concerned, no charge for such labor will be computed, the cost to cover material only.

(6) **Certificate of other shipments.**—Officers and noncommissioned officers desiring to make a shipment of baggage under authority of this article will furnish the shipping officer to whom application is made for such shipment with a certificate showing all other shipments made on the same order for change of station, including the points from and to which such shipments have been made and the weight of all property so transported.

(7) **Where no shipment to new station.**—If an individual ordered to make a permanent change of station does not desire to ship any or all of his baggage at that time, the foregoing provisions will not preclude the shipment of such baggage at public expense under subsequent change-of-station orders used in connection with the former change-of-station orders; provided that if the weight of such shipment exceeds the allowance to which the owner was entitled at the time the former change of station orders were issued, the excess cost to be collected from him will be computed on the basis of the cost of shipment from the former permanent station to the new permanent station. The provisions of this paragraph do not authorize shipment from a former station other than the last former station (14 Comp. Gen. 889). Where an officer is directed to report at a department headquarters for duty and, upon reporting or shortly thereafter, is assigned to a different station within the department for permanent duty, the assignment to the department headquarters is not to be regarded as a separate change of station.

(8) **Transfer to hospital.**—Where officers or enlisted men are transferred either from a permanent duty station or from a hospital where the person is listed as a patient to the Fitzsimons General Hospital, Denver, Colo., or to St. Elizabeths Hospital, Washington, D. C., or, in exceptional instances to other Government hospitals for treatment or observation, packing, crating, and transportation of entitled allowance of household effects at public expense are authorized as for a permanent change of station, provided the medical officer having cognizance shall certify, on the application for transportation of household effects which the patient makes, that it is believed the period of treatment will be of prolonged and indefinite duration.

## 16-273

or any pay grade

**Enlisted men separated from effects.**—When enlisted men become separated from their effects, as described in article 4-18 or when ordered to change station within the United States under conditions that rendered it impracticable or inadvisable to take their baggage with them at the time, shipment of such effects, not exceeding 150 pounds per man, will be made on the direct request of the commanding officer at the post where the men are stationed to the commanding officer at the post where the effects are stored. This will not apply to shipments to their homes of effects belonging to discharged marines, for which there is no authority. Requests for shipment should include all information necessary for locating the effects, and any difficulty arising from the fact that all or part of the effects cannot be located should be adjusted by correspondence between the posts interested and not by reference to the Quartermaster. In cases where men are due for discharge the date of discharge will be shown in requests for shipment.

## 16-274

(1) **Manner of shipment of effects.**—The shipments prescribed in the preceding article will be securely packed and made in the most economical manner, using Government conveyance when practicable. In cases of emergency, when time will not admit of shipment by freight, as in cases where men are to be discharged, shipment may be made by express upon the request of the proper commanding officer to that effect. Where men have become separated from their effects through their own fault the cost of making the shipment will be checked against the accounts of the men and a certified copy of such checkage furnished the Quartermaster. Bills of lading covering such shipments will be noted that request for checkage has been made to cover the amount of transportation charges.

(2) Enlisted men who are granted furloughs with permission to report at new stations and do not desire to carry their effects with them will be required to ship them to the new stations by parcel post or express, charges prepaid, before entering upon a furlough status.

## 16–275

[Omitted. C. M. C. M. 1.]

## 16–276

[Omitted. C. M. C. M. 1.]

## 16–277

(1) **Transfer via commercial van.**—In changes of station, regardless of distance, where the entire cost of transporting the baggage actually comprising the shipment is less by commercial van than the total cost of packing and crating for shipment by ordinary freight, drayage from residence to railroad station, shipment at ordinary freight rates, and drayage from railroad station to residence, the shipping quartermaster will, if practicable, arrange with commercial trucking firms for shipment in this manner. Baggage will also be transported by commercial van upon specific request of the owner in writing, including a certificate to the effect that any expense involved in excess of the cost of the same quantity via ordinary freight (rail or water) will be paid from personal funds or consent to checkage against his pay accounts. Where shipments originate at or are destined to points where there is a Marine Corps activity with Government drayage facilities no allowance should be made for the cost of commercial drayage to or from freight station in estimating the cost of shipment by rail.

(2) Bids for commercial moving van service will not be required if rates lawfully published covering transportation between the points involved are on file in the Interstate Commerce Commission. Shipments between such points will be covered by Government bill of lading in the same manner as shipments via rail carrier. Van concerns shall be required to furnish evidence as to the equipment which they control and their ability to perform the services desired.

(3) In event there are no lawfully published rates between the points involved on file in the Interstate Commerce Commission, bids for the service required will be obtained in the usual manner. Where time will permit, proposals should be submitted to commercial concerns in the usual manner, otherwise telephonic bids should be solicited and a statement of all such bids submitted with vouchers covering the services. In contracting for commercial hauling, care should be taken to specify to prospective bidders the approximate amount of china, glassware, etc., included in the effects to be transported. In cases where the quantity to be hauled can be accurately determined, bids should be invited on a definite quantity basis; however, in cases where it is impracticable to determine accurately the quantity to be hauled, care should be exercised to show clearly that the quantity stated is an

[C. M. C. M. 3.]

estimate for the information of prospective bidders only and that the responsibility rests with the bidders to determine for themselves the actual quantity by inspection, or that they may base their bids on the estimated quantity, if they so desire, with the understanding that no recourse may be had to claims for additional compensation in the event that it is found upon performance of service that the actual quantity exceeds the estimated quantity shown in the proposal.

(4) All invitations to bid for moving van services must contain a proviso that the contractor is to furnish the officer under whose direction the shipment is being made with a certificate of the actual weight of the effects transported; such weight to be determined by having the vehicle in which the effects are hauled weighed on a public weighmaster's scale both before and after loading, and any expense involved to be borne by the contractor. Award will be made on the basis of the lowest bid for transportation charges, except that in the case of tie bids award will be made to the bidder offering the most favorable liability rate. The following form will be used in the invitation to bid:

Transportation charges------------------------------------------------------

(The transportation charges quoted do not include any charge for insurance)

Bidder shall state in the following space the amount of liability to owner (in dollars per hundred pounds) bidder will assume under the above-quoted charges for the household effects being transported while in his custody; also whether such liability is protected by insurance; if so, indicating the name of the insurance company.

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(5) Vouchers covering transportation by commercial van, with all supporting papers, will be forwarded direct to the Quartermaster for payment.

[C. M. C. M. 3.]

## 16-278

**Privately owned automobiles** will not be transported at Government expense or on Government bills of lading at owner's expense, except under such instructions as may be promulgated by the Quartermaster.

## 16–279

**Time limit in certain cases.**—A limit of 1 year from date of retirement, relief from active duty, discharge for disability, or decease is fixed during which change of station allowance of the personal effects, professional books, and papers authorized by article 16–270 and 16–272 (4) may be transferred at public expense. The right to transportation of baggage at public expense in the case of personnel retired or transferred to the Fleet Marine Corps Reserve is not terminated by death, if occurring within one year from date of retirement or transfer to the reserve (Comp. Gen. A–71642, March 6, 1936). After the expiration of the time limit herein fixed such shipments will not be made at public expense, except that if the individual is confined in a hospital undergoing medical treatment on the date of retirement, relief from active duty, or discharge for disability, and continuously therefrom in hospitals during the fixed period of 1 year, or beyond, then in such event shipment of authorized baggage may be made within 60 days from the date of discharge from such medical treatment, provided that the application for shipment is supported by a statement of the responsible medical officer certifying as to extent of said medical treatment. The original statement will be attached to the memorandum copy of the bill of lading when forwarded to the office of the Quartermaster.

## 16–280

**Officers wholly retired, discharged, or resigned.**—The property of wholly retired or honorably discharged officers, or of officers who have resigned from the service, cannot be transported to their homes or to other points at public expense.

## 16–281

**Packing and crating; money allowance.**—In packing and crating authorized baggage of officers and enlisted men on permanent change of station, the money allowance for such packing and crating, when labor and material are furnished by the Quartermaster's Department, will be at the rate of ~~$1.90~~ per hundred pounds, and ~~$2.10~~ per hundred pounds when labor and material are furnished by commercial firms. When more than the maximum allowance for each grade is packed and crated, the proportionate cost per 100 pounds will be used in determining the extra expense involved. The allowance for packing and crating baggage covers both material and labor, and will not be exceeded unless the service of packing and crating exceeds the above allowances due to local conditions.

## 16–282

The maximum tare weight of any of the foregoing allowances will not exceed one-fifth of the gross weight. Any saving in tare weight effects an increase in net weight. With this end in view, burlap and excelsior should be used as much as possible as a substitute for crating, and the use of lumber should be limited as much as possible. Should the owner desire lighter packing or crating than the shipping officer deems sufficient, the lighter crating or packing will be used only upon written request of the owner.

## 16–283

**Packing books and papers.**—The cost of packing professional books and papers, including standard works of fiction, for officers changing station, is not included in the allowance for packing household goods.

## 16–284

**Authority for packing and crating** does not include a temporary absence on detached service from the post or station, but there must be an order for an actual change of station.

## 16–285

(1) **Where no representative of Quartermaster's Department.**—Officers stationed or having baggage which they are entitled to have transported from points where there is no representative of the Quartermaster's Department should, when requiring packing, crating, and shipment of their allowance of baggage, make application in writing to the nearest representative of the Quartermaster's Department, who will authorize the services, the cost of which will not exceed the maximum cost for the grade of the officer making application as prescribed in article 16–281, and will also furnish the necessary forms upon which to procure bids for the packing, crating, and hauling, and bill of lading for making the shipment. Vouchers should be prepared and forwarded to the proper disbursing officer for payment in the usual manner. If conditions are such that there is not sufficient time to await Government bills of lading, the shipment may be made on a commercial bill of lading, collect, and the charges guaranteed by the shipper, the commercial bill of lading to be handled further in accordance with articles 16–242 and 16–243.

(2) An officer under orders to change station to a point where there is no representative of the Quartermaster's Department available will arrange for the hauling of his baggage in the most economical manner and will forward the bill in duplicate to the disbursing officer designated to settle the charge for payment, certifying thereon that the

service was actually performed, was incurred after competition, if any, and that the amount charged is just and reasonable.

(3) **Attachés and other officers on foreign duty.**—An exception to the provisions of paragraphs (1) and (2) above will be made in the case of naval attachés and other commissioned officers serving on special duty at points abroad (including territorial possessions of the United States) where they have no superior officer or other representative of the Quartermaster's Department at their station to whom application for authority to make shipment can be made. Officers under such circumstances may issue their own authorization in writing and, if necessary, may pay for packing, crating, hauling, and shipment from personal funds, subject to claim for reimbursement. Officers having official funds to their credit should pay authorized expenses therefrom.

(4) **Shipment at personal expense.**—Except as provided in paragraph (3) above, there is no authority for reimbursing an officer who pays from his personal funds for the packing, crating, hauling, or shipping of his baggage.

### 16-286

**Packing materials public property.**—All crates, boxes, barrels, and packing materials supplied by the Quartermaster's Department for packing and crating baggage are public property, will be cared for as such, and so long as serviceable will be continued in use for packing and crating.

### 16-288

**Identification numbers.**—Numbers on packages of household goods placed thereon by the owner for purposes of identification will not be erased by shipping officers unless a record thereof is made showing the owner's numbers and those corresponding therewith which have been placed on packages by the shipping officer. One copy of the record will be furnished the owner and one retained in the files of the shipping officer.

## TRANSPORTATION OF ANIMALS

### 16-293

**Authorized mounts and attendant.**—The Quartermaster's Department will transport at public expense for officers changing station the number of horses for which they are legally entitled to forage, and an attendant to accompany the horses when necessary, subject to the following restrictions:

(*a*) That the horses are owned by the officer and are intended to be used by him at his new station in the public service, and are suitable mounts.

(*b*) The horses of retired officers or officers ordered to their homes to await retirement or of officers effecting a voluntary transfer will not be transported at public expense. The horses of deceased officers who die in the service may, within 90 days after the death of the officer, be transported at public expense from their last duty station to such places within the limits of the United States as may be the homes of their families or as may be designated by their legal representatives or executors, or such mounts may be disposed of as directed by such representatives or executors.

(*c*) When horses are purchased by officers at points other than their station the Quartermaster's Department will transport them from points of purchase to the station of the officer, provided the officer is entitled to have and has not had his authorized private mounts shipped from his old to his new station, and provided, when the cost of shipment from point of purchase to new station exceeds the cost from the old to the new station on last change of station, the officer will deposit the excess cost with the shipping officer when shipment is made by the Quartermaster's Department.

(*d*) Officers ordered for extended service over the seas, if they so desire, may have their authorized mounts transported from their old stations to any designated point in the United States for safekeeping, and upon their return transported to their new stations in the United States; provided that where the cost of transportation exceeds the cost of transportation from his last station to the port of embarkation, or, upon return to the United States from the port of debarkation to his new station, the officer requesting such shipment must deposit with the shipping officer the amount of such excess cost before shipment is made.

(*e*) Private mounts of officers in excess of the authorized number of mounts may be shipped on the same Government bill of lading with authorized mounts, upon the deposit with the shipping officers, prior to shipment, of a sum equal to the commercial freight charges on the excess mount or mounts, to be ascertained from or through the agent of the carrier at point of shipment, and the cost of exchange for remittance to the officer who will settle the transportation charges. The excess mounts will not be shipped on Government bill of lading unless such deposit be first made.

(*f*) Officers making application for shipment of mounts will in all cases specify the last change of station, referring to orders under which it was made, and also the number of private mounts previously transported, if any, on last change of station.

## 16–294

**Descriptive card.**—When private mounts of officers are shipped on change of station under the provisions of article 16–293, a descriptive card of each mount will accompany the invoice covering the shipment so as to enable the receiving officer readily to identify the animal at destination.

## 16–295

**Certificate; valuation.**—All private mounts turned over to the Quartermaster's Department for transportation must be accompanied by a certificate, in duplicate, signed by the owner of the mounts, stating that they are authorized mounts and intended for use in the public service at the new station, and giving reference to the order for the change of station. These certificates should be attached to the memorandum bill of lading. Different rates of freight are applicable under the present classification and under tariffs governed by such classification on "Livestock, chiefly for breeding, racing, show purposes, or other special uses" of different values, and the shipper must state in the uniform livestock contract the value of each animal in each shipment of such livestock, either in carloads or less than carloads, which he offers for transportation. In cases where officers' private mounts are shipped under a valuation exceeding $150 per mount, the Government will not pay freight charges on such mounts to exceed the charge applicable to a valuation of $150 per mount.

## 16–296

(1) **Mounted and unmounted status.**—An officer stationed at a point where he is on mounted status and who is transferred to another station as an unmounted officer will be furnished transportation at public expense for his authorized mounts.

(2) An officer on change of station from a point where he is on a dismounted status to a station where his duties require him to be mounted will be furnished transportation for his authorized mounts at public expense.

(3) An officer who is on a dismounted status and changes station as an unmounted officer but after arrival at his new station is assigned to duty which requires him to be mounted is not entitled to transportation at public expense of his private mounts from his old station.

## 16–297

**Building stalls in box cars.**—There is no authority under which the cost of building stalls in box cars for transportation of private mounts can be paid from public funds. If stalls are desired by the officers concerned, the expenses of installation must be paid by the officers from personal funds.

### ACCOUNTS AND VOUCHER FORMS

## 16–298

**Payment for transportation service.**—Accounts for passenger transportation, parlor and sleeping car accommodations, express and freight shipments are billed direct by the carriers to the department indicated on the transportation requests and bills of lading on voucher forms prescribed by the Comptroller General of the United States.

### 16–299

**Forms of voucher.**—The voucher forms approved by the Comptroller General of the United States under date of June 26, 1931, are as follows:

Standard Form No. 1067.—Public voucher for transportation of passengers (original).

Standard Form No. 1067a.—Public voucher for transportation of passengers (memorandum).

Standard Form No. 1067b.—Public voucher for transportation of passengers, first and follow sheet (original).

Standard Form No. 1067c.—Public voucher for transportation of passengers, first and follow sheet (memorandum).

Standard Form No. 1068.—Public voucher for transportation of freight and express (original).

Standard Form No. 1068a.—Public voucher for transportation of freight and express (memorandum).

Standard Form No. 1068b.—Public voucher for transportation of freight and express, first and follow sheet (original).

Standard Form No. 1068c.—Public voucher for transportation of freight and express, first and follow sheet (memorandum).

### 16–300

**Procuring blank forms.**—Under an arrangement with the Public Printer, a supply of the standard blank voucher forms will be kept in stock by him, subject to the requisition of the transportation companies, who will address their requests for blanks on which to bill transportation charges directly to the Public Printer, Government Printing Office, Washington, D. C., using for this purpose the form numbers and descriptions given above.

## POSTS AND STATIONS

### 16–305

The following data relative to posts and stations of the Marine Corps, with instructions as to the routing and the issuance of bills of lading and transportation requests thereto, should be followed in all cases.

(1) **Annapolis, Md., Marine Detachment, U. S. S. "Reina Mercedes" Naval Academy.**—Post office and telegraph address, same. Railroad station, Annapolis, Md. Baggage shipments delivered by Government vehicles. Bills of lading for officer's household effects should be mailed to Supply Officer, United States Naval Academy. Detachment bills of lading to commanding officer, Marine detachment.

(2) **Boston, Mass., Marine Barracks, Navy Yard.**—Post office and telegraph address, same. Railroad and steamship terminals, Boston, Mass. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster. The Boston & Maine Railroad Co. has direct rail connection with the navy yard. The New York, New Haven & Hartford Railroad Co. and the Boston & Albany Railroad Co. do not have direct rail connection with the navy yard, and a haul must be made of approximately 2 miles. There is no siding in the navy yard leading to the marine barracks.

(3) **Charleston, S. C., Marine Barracks, Navy Yard.**—Post office and telegraph address, same. Railroad and steamship terminals, Charleston, S. C., which are 7 miles from the navy yard; streetcar service. Baggage delivered by Government vehicles. Freight shipments by rail are delivered at the navy yard, and bills of lading to cover should be issued to Navy Yard, Charleston, S. C. Freight shipments by water are drayed by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(4) **Cherry Point, N. C., Marine Corps Air Station.**—Post office and telegraph address, same. Railroad station, Havelock, N. C., 1½ miles from Cherry Point, N. C. Delivering rail carrier, Atlantic and East Carolina Railroad. Transportation requests should be issued to Havelock, N. C. Freight and express shipments should be consigned to Havelock, N. C., and bills of lading mailed to the Post Quartermaster, Marine Corps Air Station, Cherry Point, N. C. [C. M. C. M. 3.]

(5) **Guam, Marine Barracks, Naval Station.**—Post office address, Marine Barracks, Naval Station, Island of Guam. Passenger service from San Francisco, Calif., via United States Army transports. When no Government transportation is available, freight shipments from posts on or near the east coast will be forwarded via the cheapest route to the nearest seaport from which there are sailings of the Intercoastal Conference Steamship Lines (Boston, Mass.; New York, N. Y.; Philadelphia, Pa.; and Norfolk, Va.). These lines will accept through bills of lading from ports on the east coast. Except as provided in article 16–272 (2), freight shipments from posts on or near the west coast will be forwarded to San Francisco, Calif., in care of the Depot Quartermaster, Marine Corps, to be reshipped via Government transport or via the American President Lines. All shipments will be plainly marked, showing consignee and destination in care of the shipping officer at port of reshipment. The cubic measurement in feet and decimal fractions thereof will be shown on all shipments and also opposite each item on the bill of lading. Bills of lading will be mailed to the shipping officer at point of reshipment.

(6) **Guantanamo Bay, Cuba, Marine Barracks, Naval Station.**—Post office address, same. Railroad stations: Caimanera, Cuba, distance 5 miles; Boqueron, Cuba, distance 5 miles. Reached by Government boats. Steamship terminal: Steamers of the New York & Cuba Mail

Steamship Co. call at the naval station wharf for freight only. Naval supply ships from Naval Operating Base, Norfolk, Va., for both freight and passengers. Freight shipments will be consigned to the Depot Quartermaster, Marine Corps, Naval Operating Base, Norfolk, Va., for further shipment by that officer to destination via Government transportation. When necessary to use commercial carriers, shipments will be routed via New York, N. Y., and New York & Cuba Mail Steamship Co. Bills of lading for reshipments via Government transports should be mailed to Depot Quartermaster, Marine Corps, Naval Operating Base, Norfolk, Va. Through bills of lading from New York to Guantanamo Bay, Cuba, should be used on shipments via commercial carriers. Shipments from inland points should be made via the Post Quartermaster, Marine Barracks, Navy Yard, New York.

(7) **Hawthorne, Nev., Marine Barracks, Naval Ammunition Depot.**—Post office and telegraph address, same. Railroad station, Thorne, Nev., on Southern Pacific Railroad, 6 miles from naval ammunition depot. Government spur track between Thorne and naval ammunition depot. Transportation requests should be issued to Thorne, Nev., and men will be transferred to the naval ammunition depot by Government vehicle. As one train arrives daily at Thorne, Nev., from the west, the post quartermaster at Hawthorne should be notified in advance, by dispatch, in every case so men may be met by such vehicle. Delivery of freight and express shipments will be taken at Thorne, and bills of lading will show Thorne as the destination and will be mailed to the post quartermaster.

(8) **Hingham, Mass., Marine Barracks, Naval Ammunition Depot.**—Post office and telegraph address, same. Transportation requests should be issued to Hingham, Mass. Freight shipments should be made to Hingham, and bills of lading mailed to the Post Quartermaster, Marine Barracks. Baggage and freight shipments delivered by Government vehicles.

(9) **Indianhead, Md., Marine Barracks, Naval Powder Factory.**—Post office address, same. Telegraph address, Indianhead, Md., via Navy Yard, Washington, D. C. Transportation requests should be issued to Washington, D. C., and men instructed to report to the navy yard for further transportation via naval vessel. Freight shipments, both carload and less than carload, and express shipments will be marked and consigned "Post Quartermaster, Marine Barracks, Naval Powder Factory, Indianhead, Md., via P. R. R., to White Plains, Md., care Indianhead Connection." Bills of lading should be mailed to the post quartermaster.

(10) **Iona Island, N. Y., Marine Barracks, Naval Ammunition Depot.**—Post office and telegraph address, same. Railroad station, Iona Island, N. Y., on West Shore Railroad. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

[C. M. C. M. 3.]

(11) **Keyport, Wash., Marine Barracks, Naval Torpedo Station.**—Located at Keyport, Wash. Railroad and steamship terminals, Seattle, Wash. Steamers of the Kitsap County ferry ply between Galbraith Dock, Pier 12, Seattle, and Keyport, fare 40 cents, including 100 pounds of baggage. Transportation requests should be issued to Seattle, 50 cents allowance for transfer of baggage across Seattle; 40 cents for ferry as described above from Galbraith Dock, Pier 12, Seattle, to Keyport, Wash., where conveyance meets ferry. Men transferred to Marine Barracks, Keyport, Wash., who arrive at Seattle too late to connect with the last boat for Keyport should report to Marine Corps recruiting office at Seattle, Wash., for meals and lodging. Freight and express shipments should be consigned to the Post Quartermaster, Marine Barracks, Naval Torpedo Station, Keyport, Wash., via Seattle, Wash. Bills of lading should be mailed to the post quartermaster.

(12) **Key West, Fla., Marine Barracks, Naval Station.**—Post office and telegraph address, same. Steamship terminals Key West, Fla. Passengers should be routed via rail to Miami, Fla., and the Florida Motor Lines. Issue one transportation request from starting point to destination. Transfer of passenger and baggage will be provided at Miami without additional charge. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(13) **Lake Denmark, Dover, N. J., Marine Barracks, Naval Ammunition Depot.**—Post office and telegraph address, Dover, N. J. Transportation requests should be issued to Dover, N. J. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(14) **Lakehurst, N. J., Marine Barracks, Naval Air Station.**—Post office and telegraph address, same. Railroad station, Lakehurst, N. J., on Central Railroad of New Jersey. When routed via Philadelphia, the transportation request should be issued to Whitings, N. J., via the Pennsylvania Railroad and the men will be transferred to the Naval Air Station at Lakehurst by Government vehicle. The Post Quartermaster at Lakehurst should be notified in advance, by dispatch, in every case so men may be met by such vehicle. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(15) **Mare Island, Calif., Marine Barracks, Navy Yard.**—Post office address, Vallejo, Calif. Telegraph address, Mare Island, Calif. Railroad station, Vallejo Wharf, Calif. Passengers routed over the Southern Pacific Co. should be via trains due to arrive at Crockett before 10:30 p. m., in order to connect with the last bus for Vallejo. Delivery of baggage handled by the post quartermaster. Freight shipments should be made to Mare Island and bills of lading mailed to the post quartermaster.

[C. M. C. M. 3.]

(16) **New London, Conn., Marine Barracks, Naval Submarine Base.**—Post office and telegraph address, same. Railroad and steamship terminals, New London, Conn. Men transferred by rail should be furnished with transportation requests reading to New London, Conn. Bills of lading covering both freight and express shipments should be issued to Submarine Base, New London, Conn. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(17) **Newport, R. I., Marine Barracks, Naval Torpedo Station.**—Post office and telegraph address, same. Railroad and steamship terminals, Newport, R. I. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(18) **New River, N. C., Marine Barracks.**—Post office and telegraph address, same. Railroad station, Jacksonville, N. C., 8 miles from New River, N. C. Less-carload freight handled from Jacksonville, N. C., to New River Base by truck. Carload freight should be billed to Jacksonville, N. C., Atlantic Coast Line Railroad delivery and will be switched to New River, N. C., by the Atlantic Coast Line Railroad to reservation limits, thence to Government locomotive; express Jacksonville, N. C. Railroad station, Jacksonville, N. C., on Atlantic Coast Line Railroad, 8 miles from New River, N. C. Steamship carriers, none. Transportation requests should be issued to Wilmington, N. C., and a separate request drawn on the Seashore Transportation Co. (bus) from Wilmington, N. C., to Jacksonville, N. C. Transportation from Jacksonville to New River is furnished by the Post Quartermaster, Marine Barracks, New River, N. C. Notification of the time of arrival of men should be made by telegraph to the Commanding Officer, Marine Barracks, New River, N. C., the day prior to arrival in order that transportation may be sent to the Jacksonville Bus Terminal to pick up the individual or group. [C. M. C. M. 3.]

(19) **New York, N. Y., Marine Barracks, Navy Yard.**—Located at Brooklyn, N. Y. Post office and telegraph address, New York, N. Y. Railroad and steamship terminals, New York, N. Y. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(20) **Norfolk, Va., Marine Barracks, Navy Yard.**—Located at Portsmouth, Va. Railroad and steamship terminals, both Norfolk and Portsmouth. Freight and passenger rates same to either point. Passengers arriving at or leaving from Norfolk require ferry fare to and from Portsmouth in addition to streetcar fare in Portsmouth and Norfolk. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(21) **Norfolk, Va., Marine Barracks, Naval Operating Base.**—Post office address, Norfolk, Va. Less than carload shipments of supplies (other than shipments from the Depot of Supplies, Philadelphia, Pa.), and

all shipments of personal effects belonging to officers and enlisted men, will be consigned to the Depot Quartermaster, United States Marine Corps, Naval Operating Base, Norfolk, Va. Delivery will be taken at Norfolk, Va., and drayed by Government vehicles to the base. Sewall's Point, Va., a local station on the Virginian Railway, is the station at which delivery is taken on carload shipments to the base. Bills of lading covering such shipments will show "Sewall's Point, Va.," in the space provided for the destination. Cars are switched from Norfolk, Va., to Sewall's Point, Va., by the Norfolk & Portsmouth Belt Line Railroad and the Virginian Railway. All switching within the base is performed by the base engine. Deliveries of freight to and from the express companies and steamship lines are made by depot trucks, the naval operating base being located beyond the city limits of Norfolk. Bills of lading should be mailed to the Depot Quartermaster, Marine Corps, Naval Operating Base, Norfolk, Va.

(22) **Parris Island, S. C., Marine Barracks.**—One and one-half miles from the town of Port Royal, S. C. Post office and telegraph address, Parris Island, S. C. Railroad station, Port Royal, S. C. Steamship line, Beaufort & Savannah Line to and from Savannah calls at the wharf at the marine barracks. Passengers arriving at Port Royal by rail use Government transportation to the marine barracks. Freight shipments via rail are delivered at Port Royal, S. C., on the Charleston & Western Carolina Railway to go via Marine Corps conveyance to Parris Island. The Beaufort & Savannah Line operates steamers from Savannah, Ga. Bill of lading should be mailed to the post quartermaster.

[C. M. C. M. 3]

(21) **Pearl Harbor, T. H., Marine Barracks, Navy Yard.**—Post-office address, same. Passenger service from San Francisco, Calif., via United States Army transports or commercial lines. When no Government transportation is available, freight shipments from posts on or near the east coast will be forwarded via the cheapest route to the nearest seaport from which there are sailings of the American President Lines. (Boston, Mass., New York, N. Y.) This line will accept through bills of lading from ports on the east coast. Except as provided in article 16-272 (2), freight shipments from posts on or near the west coast will be forwarded to San Francisco, Calif., in care of the Depot Quartermaster, Marine Corps, to be reshipped via Government transport, Matson Navigation Company or the American President Lines. All shipments must be plainly marked, showing consignee and destination, in care of the shipping officer at point of reshipment. The cubic measurement in feet and decimal fractions thereof will be shown on all shipments and also opposite each item on the bill of lading. Bills of lading will be mailed to the shipping officer at point of reshipment.

(22) **Peiping, China, Marine Detachment, American Embassy.**—Post-office address, same. Transportation of passengers from San Francisco, Calif., via United States Army transports to Manila, P. I., or Nagasaki, Japan; thence via Government vessel or commercial line to port of debarkation in China and rail to destination. When no Government transportation is available, freight shipments from posts on or near the east coast will be made as prescribed in article 16-251 (7). Through bills of lading will be accepted by carriers in the trade from ports on the east coast to Shanghai, Tientsin, Taku Bar, and other ports in China from which reshipment to Peiping is made. Except as provided in article 16-272 (2), shipments from posts on or near the west coast will be forwarded via the cheapest route to San Francisco, Calif., in care of the Depot Quartermaster, Marine Corps, for reshipment via Government transport or commercial carrier. All shipments must be plainly marked, showing consignee and destination, in care of the shipping officer at port of reshipment. The cubic measurement in feet and decimal fractions thereof will be shown on all shipments and also opposite each item on the bill of lading. Bills of lading will be mailed to the shipping officer at point of reshipment.

(25) (23) **Pensacola, Fla., Marine Barracks, Naval Air Station.**—Located at New Warrington, Fla., distance 9 miles from Pensacola. Post office, railroad, and telegraph station, Pensacola, Fla. Carload shipments via rail switched from Louisville & Nashville Railroad to St. Louis-San Francisco Railway for delivery to Bayou Grande after which cars are handled by Navy. Transportation requests should be issued to Pensacola. Bills of lading should be issued to the Marine Barracks, Naval Air Station, Pensacola, Fla., and mailed to the post quartermaster. Bus service between Pensacola, Fla., and marine

barracks. Baggage and freight shipments (less than carload) delivered by Government vehicles.

(24) **Philadelphia, Pa., Depot of Supplies, United States Marine Corps.**—Post-office and telegraph address, 1100 South Broad Street (storehouse located at Delaware Avenue, foot of Snyder Avenue). Railroad and steamship terminals, Philadelphia, Pa. Delivery of less-than-carload baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the depot quartermaster. Correct shipping address should be obtained from the depot quartermaster for all carload shipments.

(25) **Philadelphia, Pa., Marine Barracks, Navy Yard.**—Post-office and telegraph address, same. Railroad and steamship terminals, Philadelphia, Pa. Streetcar service between the navy yard and railroad stations and steamship wharves. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster.

(26) **Philippine Islands.**—Transportation of passengers from San Francisco, Calif., via United States Army transports to Manila, P. I. When no Government transportation is available, freight shipments from posts on or near the east coast will be forwarded via the cheapest route to the nearest seaport from which there are sailings of the American President Lines (sailing to Manila from Boston, Mass., New York, N. Y.). This line will accept through bills of lading from ports on the east coast. Except as provided in article 16–272 (2), freight shipments from ports on or near the west coast will be forwarded via the cheapest route to San Francisco, Calif., in care of the Depot Quartermaster, Marine Corps, to be reshipped via Government transport or commercial carrier. All shipments will be plainly marked, showing consignee and destination, in care of the shipping officer at port of reshipment. The cubic measurement in feet and decimal fractions thereof will be shown on all shipments and also opposite each item on the bill of lading. Bills of lading will be mailed to the shipping officer at port of reshipment. All shipments to the Philippine Islands will be consigned to the post quartermaster, marine barracks, Navy Yard, Cavite, P. I.

(27) **Portsmouth, N. H., Marine Detachment, United States Naval Prison, Navy Yard.**—Post office, telegraph, and railroad station, Portsmouth, N. H. Shipments should be consigned and bills of lading mailed to the post quartermaster, marine detachment, United States naval prison, Navy Yard, Portsmouth, N. H.

(28) **Portsmouth, N. H., Marine Barracks, Navy Yard.**—Located at Kittery, Maine. Post-office and telegraph address, Portsmouth, N. H. Railroad station, Portsmouth, N. H. Government ~~ferry and~~ highway, 1½ miles. Delivery of baggage made by Government vehicles. Freight shipments delivered direct to the navy yard by railroad, and bills of lading should be issued to Navy Yard, Portsmouth, N. H. Bills of lading should be mailed to the post quartermaster.

(31) (29) **Puget Sound, Wash., Marine Barracks, Navy Yard, and Naval Ammunition Depot.**—Located at Bremerton, Wash. Post-office address Puget Sound Navy Yard, Bremerton, Wash.; radio and telegraph addresses marine barracks, Puget Sound, Wash. (Navy Yard), and Marine Barracks, Puget Sound, Wash. (N. A. D.) Railroad and steamship terminals, Seattle, Wash. Steamers of the Puget Sound Navigation Co. ply between Colman Dock, Seattle, and the navy yard; fare 35 cents, including baggage. Transportation requests should be issued to Bremerton, Wash., which will include transfer of baggage through Seattle and fare from Seattle to Bremerton. Men transferred to Bremerton who arrive at Seattle too late to connect with the boat from the navy yard should report to the Marine Corps recruiting office in Seattle for meals and lodging. Freight and express shipments should be consigned to the post quartermaster, Marine Barracks, Navy Yard, Puget Sound, Bremerton, Wash., via Seattle, Wash. Bills of lading should be mailed to the post quartermaster.

(32) (30) **Quantico, Va., Marine Barracks.**—Post-office and telegraph address, same. Transportation requests should be issued to Quantico, Va. No charge for transfer of men or delivery of baggage to camp. Freight and express shipments should be consigned to the post quartermaster and bills of lading mailed to that officer.

(33) (31) **St. Juliens Creek, Portsmouth, Va., Marine Barracks, Naval Ammunition Depot.**—Post-office and telegraph address, same. Freight and express shipments should be consigned to the post quartermaster, Marine Barracks, Naval Ammunition Depot, St. Juliens Creek, Portsmouth, Va., and bills of lading mailed to that officer. Freight and baggage handled by Government vehicles. Streetcar service between Portsmouth and St. Juliens Creek. Transportation requests should be issued to Norfolk or Portsmouth, Va. (See marine barracks, Navy Yard, Norfolk, Va.)

(34) (32) **St. Thomas, V. I.**—Freight shipments will be consigned to the depot quartermaster, Marine Corps, Naval Operating Base, Norfolk, Va., for further shipment to destination via Government transportation when same is available. Bills of lading will be mailed to consignee. When necessary to use commercial carrier, freight shipments from inland points will be made via New York, N. Y., or Baltimore, Md., whichever is nearer the shipping point. There are several carriers operating from New York, N. Y., to the Virgin Islands, and shipments for this reason should be consigned to the post quartermaster, marine barracks, Navy Yard, New York, for reshipment to destination. Bills of lading will be mailed to the consignee.

(35) (33) **San Diego, Calif., Marine Corps Base, Naval Operating Base.**—Post-office and telegraph address, same. Railroad and steamship terminals, San Diego, Calif. Baggage and freight shipments delivered by Government vehicles. Bills of lading should be issued to the marine base, San Diego, Calif., and mailed to the post quartermaster at that point.

(34) **San Francisco, Calif., Depot of Supplies, United States Marine Corps.**—Post-office and telegraph address, 100 Harrison Street, San Francisco, Calif. Railroad and steamship terminals, San Francisco, Calif. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the depot quartermaster.

(35) **South Charleston, W. Va., Marine Barracks, Naval Ordnance Plant.**—Post-office and telegraph office, same. Freight and express shipments should be consigned to the post quartermaster, Marine Barracks, Naval Ordnance Plant, South Charleston, W. Va., and bills of lading mailed to that officer. Streetcar service between Charleston, W. Va., and South Charleston, W. Va. Transportation requests should be issued to Charleston, W. Va.

(36) **Washington, D. C., Marine Barracks.**—Post-office and telegraph address, same. Railroad and steamship terminals Washington, D. C. Steamship line, Norfolk & Washington Steamboat Co.; streetcar service. Delivery of baggage and freight shipments made by Government vehicles. Bills of lading should be mailed to the post quartermaster. All carload shipments will be consigned to the post quartermaster, Marine Barracks, Navy Yard, Washington, D. C., and the bills of lading mailed to that officer.

(37) **Washington, D. C., Marine Barracks, Navy Yard.**—Same as marine barracks.

(38) **Washington, D. C., Headquarters Marine Corps.**—All freight and express shipments for the offices of the Major General Commandant, Adjutant and Inspector, Quartermaster and Paymaster will be consigned to the post quartermaster, Headquarters, Marine Corps, Navy Building, indicating both on the bill of lading and marking on the package the office or department for which intended, when other than the Quartermaster's Department. Shipments of baggage of officers ordered to Washington, D. C., for duty elsewhere than the marine barracks, or marine barracks, navy yard, will in all cases be consigned to the post quartermaster, headquarters, indicating both on the bills of lading and marking on the packages, the name of the officer to whom the baggage belongs. Information as to the disposition desired made of the baggage will be furnished the post quartermaster, headquarters, at the time of shipment. In each of the above cases the bills of lading will be mailed to the post quartermaster, Headquarters Marine Corps, Washington, D. C. (See marine barracks for carload shipments.)

(39) **Yorktown, Va., Marine Barracks, Naval Mine Depot.**—Railroad station, Lee Hall, Va. Marine barracks located 7 miles from Lee Hall, Va. Post-office and telegraph address, Yorktown, Va. All shipments by rail should be billed to Lee Hall, Va. Shipments via the Chesapeake Steamship Co. should be billed to Yorktown, Va. Bills of lading should be sent to the Post Quartermaster, Marine Barracks,

naval mine depot, Yorktown, Va. Transportation requests by rail should be drawn to read Lee Hall, Va.

(42) ~~(40)~~ **Reporting to commander in chief, Asiatic Fleet.**—Where officers are ordered to report to the commander in chief of the Asiatic Fleet for such duty as he may assign, the final new station is, for the time being, indeterminate. In such instances packing, crating, and transportation of household effects are authorized as for a permanent change of station, and such of the effects as are intended for the new duty station should be consigned in care of the post quartermaster, Marine Barracks, Navy Yard, Cavite, P. I. (provided some other routing is not more appropriate), for forwarding to the proper destination.

(43) ~~(41)~~ **San Diego, Calif., Marine Barracks, Naval Air Station.**—Second Marine Aircraft Group.

Except in cases where property for several local activities at the naval operating base, San Diego, Calif., is included on the same bill of lading, Government property should be shipped direct to the unit for which intended. Household goods should be shipped to the base quartermaster, Marine Corps base, naval operating base, San Diego, Calif., and marked with the name of the organization to which the owner is attached as well as the name of the owner, except the household goods for officers and men of the Second Marine Aircraft Group, which should be consigned to the Group Quartermaster, Second Marine Aircraft Group, naval air station, San Diego, Calif. Carload shipments including naval material for Second Marine Aircraft Group, should be billed to North Island, Calif., instead of to San Diego, Calif., and the bills of lading mailed to the group quartermaster.

**16–306 to 17–0**

## Chapter 17

# PUBLIC PROPERTY

### ACCOUNTABILITY AND RESPONSIBILITY

### 17–1

**Accountability and responsibility** devolve upon any person to whom public property is intrusted and who is required to make returns therefor. Responsibility without accountability devolves upon one to whom such property is intrusted but who is not required to make returns therefor. (See art. 17–46 (2).) An accountable officer is relieved from responsibility for property for which he holds a proper memorandum receipt. A responsible officer is not relieved from responsibility for public property for which he has given a memorandum receipt until he has returned the property to the accountable officer, or has secured memorandum receipt from a successor, or until he has otherwise been relieved by the operation of regulations or orders.

### 17–2

**Failure to make returns promptly.**—Should any person charged with Government property fail to prepare and forward the required returns thereof within the prescribed time, a settlement of his accounts may be made by the Quartermaster Department, and the money value of the property with which he is charged reported against him for stoppage.

### 17–3

(1) **One accountable officer at post.**—Unless otherwise directed, there will be at each post or station but one accountable officer in the Quartermaster Department, and he will account for all quartermaster's property in use or in store.

(2) **Regulations, orders, etc.**—All officers and noncommissioned officers who are either accountable or responsible for Government property should familiarize themselves with the provisions of chapters 14 to 23, relating to the procurement, issue, and preservation of

Government property, and accountability therefor; also with the provisions of the annual "Marine Corps price list" and all orders and instructions issued from time to time on this important subject.

## 17–4

**Reporting change in status of command.**—The commanding officer will inform the post quartermaster when any change occurs in the status or strength of the command.

## 17–5

(1) **Personal and pecuniary responsibility.**—An officer in charge of public property cannot delegate any part of his responsibility to an assistant or to enlisted men. All articles drawn upon the requisition of an officer, or received upon the exchange of invoices and receipts, without a requisition, stand charged to him, and he is held accountable for the money value of any article lost through the negligence of a subordinate.

(2) The officer or noncommissioned officer who has charge of clothing, arms, accouterments, or other public property at a post or on board ship is alone held accountable for the same. In view of this accountability it is important that he should hold each man in whose hands these articles are placed for use to a strict responsibility for the same, according to their money value, as any loss or damage to any of the articles will be charged to the officer or noncommissioned officer, unless he is relieved of the responsibility by competent authority.

(3) **Security and issues of property.**—It is the duty of an officer in charge of public property personally to attend to the security of the property and to superintend all issues. When it is impracticable for an officer personally to superintend his issues, he should choose with great caution the agent to whom he intrusts the duty. (See arts. 17–7 and 17–41.)

## 17–6

(1) **Property held by guards.**—The following procedure in accounting for public property in the possession of guards at Marine Corps posts and stations will obtain:

(2) **Preparation of property list.**—A list of all articles on hand and in the use by the guard will be prepared by the post quartermaster, which will bear the signed indorsement of the commanding officer to the effect that any change therein will only be made by the post quartermaster, and any change in the list not initialed by the accountable officer will be unauthorized.

(3) **Location of list.**—This list will be placed in a glass-covered frame and kept in a convenient place in the guard room.

(4) **Receipt of sergeant of the guard.**—Sergeants of the guard in receipting for property on charge will make entry in the guard report book in the following manner:

"Property on charge correct," or, in case of discrepancy, "Property on charge correct with following exceptions" (naming missing articles), such entry to be properly signed.

(5) **Responsibility for discrepancy.**—In case of a discrepancy being noted by a sergeant of the guard receipting for the property, the responsibility therefor will rest with the sergeant turning over the property.

### 17–7

**Detail of enlisted men.**—An officer who has receipted for public property is personally and pecuniarily responsible therefor, yet as it is the duty of the commanding officer to see that the best arrangements are made for the security of such property, the officer in charge of it at a post should be allowed to nominate the noncommissioned officers (other than the quartermaster sergeants) or privates he wishes detailed to assist him.

### 17–8

**Separation of accountable officer from property.**—An officer will not, when it can be avoided, be detailed for duty which will separate him from public property for which he is accountable, but when detailed for duty which temporarily separates him from the property, and thereby endangers its safekeeping, his commanding officer shall designate another officer to take charge of it, receive and issue, in the name of the accountable officer; if no other officer be present, the commanding officer shall himself take charge of the property until the return of the accountable officer. The officer so detailed will be responsible for the disposition and handling of all Government property left in his charge. If the absence of the accountable officer extends beyond a period of 30 days, a regular transfer of the property to another officer should be made. (See art. 17–49.)

### 17–9

**Removal of accountable officer.**—If it becomes necessary to remove an officer from the charge of public property, the commanding officer will take measures to secure such property and be guided by the provisions of article 17–49.

### 17–10

**Private use of property or labor prohibited.**—Public property will not be used nor will labor hired for the Government be employed for any private purpose whatsoever.

## 17-11

(1) **When unauthorized expenditure is ordered.**—When ordered by his commanding officer to make an expenditure of stores which the post quartermaster believes to be illegal or contrary to regulations, the latter shall state in writing the grounds on which he objects to obeying the order and request that the order be reiterated in writing. On the receipt of such order the expenditure will be made.

(2) **Vouchers for unauthorized issues to include orders.**—Vouchers for issues or expenditures of property not authorized by regulations will be accompanied by copies of the orders directing the issues or expenditures.

## 17-12

**Price list.**—The price list of clothing, equipment, etc., is published annually in Marine Corps Orders. In preparing abstracts of sales, statements of charges, and other vouchers requiring unit prices this price list will be consulted to insure use of correct prices.

### ATHLETIC APPARATUS

## 17-13

Instructions regarding the procurement and supply of athletic apparatus and supplies will be published in Marine Corps Orders.

### CHANGE OF ACCOUNTABLE OFFICERS

## 17-14

(1) **Turning over property.**—An accountable officer, on being relieved, shall turn over to his successor all property for which he is responsible, including the books and blank returns pertaining to the Quartermaster Department, and his successor shall give him receipts therefor as prescribed. A final certificate of balances for the property will be transmitted within 20 days to the Quartermaster.

(2) **Receipting for property.**—A transfer of public property involves a change of possession and accountability. In ordinary cases of transfer the transferring officer will furnish the receiving officer with combination invoice and receipt in quadruplicate, accurately enumerating the property, and the latter will return duplicate receipts. In cases in which complete transfer of property occurs, instead of exchanging separate invoices and receipts, as above provided, the receiving officer may make direct entry on the final certificate of balances (both original and duplicate) of his predecessor that all the property thereon enumerated as on hand and transferred to successor was received by him.

## 17–15

(1) **Verification by receiving officer.**—The officer relieving another in charge of clothing or other public property will, when time will permit, make a careful inventory of the property and see that each article on charge is actually present.

(2) **Surveying articles lost or damaged.**—The officer being relieved will request a survey upon such articles as are damaged or missing before transferring the property.

## 17–16

(1) **Qualified receipt when property not verified.**—When an officer in charge of public property is relieved, and from any cause there is no time for the relieving officer to verify the amount of property stated to be on hand, the latter must, in all cases, give a qualified receipt for the property to the officer relieved; that is, he should acknowledge the receipt of the articles according to the invoice presented to him, this receipt to become final, if the articles shall, upon subsequent inspection, be found to correspond in quantity and condition to said invoice.

(2) **Inventory of unverified property.**—Immediately thereafter the relieving officer should apply to his commanding officer for a board to take an inventory and report upon the condition of the property turned over to him. One copy of this inventory, of which the report on the condition of the property forms a part, should be immediately transmitted to the Quartermaster and one to the officer relieved. The latter will be held to account for any damage or deficiency found by such board.

## 17–17

**Refusal to receipt.**—If an officer to whom public property has been transferred refuses to receipt for it, the invoicing officer will report the facts to the commanding officer of the former for action. Copies of all papers relating to the transaction will be filed with his returns.

## 17–18

**Form of receipt used when change of accountable officers occurs.**—When a change of accountable officers occurs, the new accountable officer will receipt for the property on the certificate of balances, in the space under the signature of the old accountable officer, using a form similar to the following: "Received this 15th day of May 1925, from Captain John Smith, A. Q. M., U. S. M. C., the articles enumerated in the foregoing certificate of balances." When from any cause, there is no time to count and verify the property at the time the change of accountable officers takes place, the new accountable officer should give a qualified receipt in form similar to the following: "Received this 15th day of May 1925, from Captain John Smith, A. Q. M., U. S. M. C., the articles enumerated in the foregoing certificate of balances, subject to count and verification," this receipt to become final if upon subsequent inventory the property on hand is found to correspond with the certificate of balances.

## MARINE DETACHMENTS ABOARD SHIPS

### 17–19

**When a detachment is ordered to a vessel** it will, when practicable, be armed and equipped at the post from which detailed, and the arms and accouterments must be in good condition. The officer or noncommissioned officer commanding the detachment will receipt for the property in the hands of the detachment or delivered to him by the officer making the transfer. (See arts. 17–38 and 17–144.) When time will permit, the receiving officer or noncommissioned officer should immediately actually count the articles received. He is accountable for all articles for which he receipts.

### 17–20

(1) **Property of ship's detachment transferred ashore.**—Whenever a detachment is transferred ashore from a vessel the officer commanding it will, at the same time, deliver to the proper officer at the station to which the transfer is made all the public property he may have remaining on hand, except official books and typewriting machines, which will be forwarded to the nearest depot of supplies. The Post Quartermaster of the station to which the property is transferred will report to the usual depot the receipt of the typewriting machines and official books received from the Marine Detachment and request shipping instructions. [C. M. C. M. 3.]

(2) **Return and vouchers.**—The officer making the transfer will transmit to the Quartermaster his final certificate of balances, supported by proper vouchers, in order to secure a settlement of his account. Delayed vouchers will be forwarded as soon as received. (See art. 17–154.)

### 17–21

**Storage of equipment on board ship.**—Pack carriers, haversacks, canteens, intrenching tools, and woven cartridge belts may be kept in the storeroom on board ship, and put in the hands of the men when occasion requires.

## 17–22

**Change of flagship.**—When there is a change of flagships of the same fleet, the articles authorized for flagships only, such as dress and field color slings, battalion flags, storm flags and halyards, sterilizers, and carpenter tools, will, when practicable, be transferred to the new flagship.

## 17–23

(1) **Forwarding of returns and requisitions.**—All returns and requisitions from officers and noncommissioned officers commanding marine detachments aboard ships will be forwarded, when the flagship is present (inclosed in envelopes, unsealed, addressed to the person for whom intended), through the commanding officer of the vessel to the marine officer of the fleet. In the absence of the flagship they will be sent direct through the commanding officer of the vessel.

(2) Returns from posts will be inclosed and addressed in like manner and forwarded through the commanding officer of the post.

### EXPEDITIONARY SERVICE

## 17–24

(1) **Unit of accountability.**—On expeditionary duty, the unit of accountability will be decided by the expeditionary commander and changed according to the needs of the service. He will issue such orders relative to accountability, within the scope of these regulations, as may best conserve the interests of the Government. It is not desirable, except in extreme cases, that commanding officers of units smaller than a company be designated as accountable officers.

(2) The Quartermaster of the Corps will be advised as to the units from which returns will be made.

## 17–25

[Omitted. C. M. C. M. 3.]

## 17–26

**Returns.**—All accountable officers will render returns direct to the Quartermaster. (See art. 17–154.)

## 17–27

**Stores shipped** by depot quartermasters or quartermasters of other organizations to units whose commanding officers are not accountable officers will be invoiced to the officer accountable for the property of that unit, notation being made on the invoices showing unit and place to which stores were shipped and date and manner of shipping. The commanding officer of the unit to which the stores are shipped will immediately forward to his accountable officer a memorandum receipt for the stores received, in order that the invoices may be accomplished by the accountable officer. [C. M. C. M. 3.]

### 17–28

[Omitted. C. M. C. M. 3.]

### 17–29

(1) **Transfers to United States.**—Where individual enlisted men or small detachments are transferred to the United States from expeditionary forces, a memorandum receipt for the Government property in the hands of each enlisted man will be inclosed with his service-record book.

(2) When detachments of enlisted men are transferred with equipment in their possession for which their immediate commander is responsible but for which another officer is accountable, the accountable officer will be furnished by the responsible officer with certificates, in duplicate, setting forth the names of the men and the articles in their possession. The accountable officer will invoice the articles to the accountable officer at the station to which the men are transferred and will support his invoices by the certificates of the responsible officer.

### 17–30

**When serving with Army.**—Marine officers commanding detachments of marines under orders to act on shore, in cooperation with troops of the United States Army, and during the time such detachment is acting or proceeding to act, shall make requisitions upon the officers of the Quartermaster Corps, United States Army, for the necessary camp equipage, also for the necessary transportation for officers and troops, their baggage, provisions, and cannon (34 U. S. C. 541).

### 17–31

[Omitted. C. M. C. M. 3.]

### 17–32

**Equipment for naval personnel.**—When Navy personnel are ordered to duty with Marine forces, they will be issued such individual equipment as in the opinion of the commanding officer is necessary. This equipment will be accounted for in the same manner as is individual equipment issued to marines. [C. M. C. M. 3.]

### 17–33

[Omitted. C. M. C. M. 3.]

## 17–34

[Omitted. C. M. C. M. 3.]

### RECEIVING PROPERTY

## 17–35

**Accountability for property received.**—Every accountable officer and noncommissioned officer who receives public property will be held accountable for the same until his final certificate of balances of such property have been received and audited. Upon the completion of such audit he will be notified of the result by the Quartermaster.

## 17–36

(1) **Receipts in duplicate.**—Receipts for public property will be given in duplicate. To be admissible as vouchers to accounts, one copy must be signed by an officer or noncommissioned officer duly authorized to receive public property; the second copy may show typewritten or rubber stamp signature.

(2) **Restrictions on receipting by enlisted men.**—Under no circumstances can noncommissioned officers or privates, except when in charge of detachments, receipt for property and thus become accountable parties.

## 17–37

**Receipts for property issued enlisted men.**—Receipts will be taken for all Government property issued to enlisted men. Where the property in the hands of a company is receipted for to the organization quartermaster by the company commander, the receipts of enlisted men should be retained by the company commander. In other cases such receipts will be held by the accountable officer. [C. M. C. M. 3.]

## 17–38

(1) **Inspection of property from Government source.**—Within 24 hours after the receipt of public property received from a Government source the person to whom it is sent will carefully examine the same in the presence of an officer, when one is available, and when not, a noncommissioned officer, in order that receipts may be transmitted to the officer who invoiced the articles. These receipts will be accomplished and forwarded with the least possible delay. Before opening, the consignee will have the box or parcel weighed to ascertain if it corresponds with the weight marked thereon. When it is opened it shall be examined in the presence of the witness referred to above, and its contents compared with the invoice. The noncommissioned

officer mentioned in this paragraph should be a quartermaster sergeant or supply sergeant, when one is available.

(2) **Discrepancy, damage, or loss.**—Should there be any discrepancy between the quantity received and that stated in the invoice or bill of lading, or the weight be different from that stated, or should any of the stores be damaged or lost in transit, the person to whom they were addressed shall report immediately to his commanding officer and request the detail of a disinterested officer to report as to the facts and decide the extent of loss or damage and on whom the responsibility rests, stating whether the box or parcel had the appearance of having been tampered with and whether the weight was correct as invoiced. The report of the disinterested officer will give the date of each invoice, also date and number of each bill of lading, together with the serial number of each package, crate, etc., to which the lost or damaged property may pertain, and whether or not proper notation of the loss and damage has been made on the bill of lading covering the shipment. A copy of the consignee's letter to the carrier notifying him of the loss or damage will be attached to the report. Receipts, however, will always be rendered for the quantity involved, subject to the report of the disinterested officer, unless the receiving officer has reason to believe that the invoices are erroneous, in which case the invoicing officer will be so informed. (See article 17–144.) Articles short will be dropped from the return of the receiving officer by certificate supported by a copy of the report of the disinterested officer approved by the commanding officer. A copy of this report, accompanied by a copy of the letter to the carrier, will, after action by the commanding officer, be mailed to the Quartermaster. [C. M. C. M. 3.]

(3) **When impracticable to immediately inspect.**—At posts, in the field, or aboard ships, where, by reason of inadequate storage accommodations, it is impracticable to comply with the requirements of paragraph (1), property received will be retained in original packages. If upon receipt, however, any of the original packages bear evidence of damage or of having been tampered with, their contents should be verified. Thereafter when an original package is opened, the accountable officer, in the presence of a witness, will verify the contents thereof, and should there be a shortage or defect in the contents of the package the accountable officer will comply with the provisions of paragraph (2). (See arts. 16–256 to 16–263.) [C. M. C. M. 3.]

## 17–39

(1) **Signing orders for supplies purchased.**—Whenever supplies of any kind are purchased and are furnished from other than a Government source, the organization quartermaster or purchasing officer will himself sign in advance an order for each delivery and keep a copy thereof in his office. In case a telephonic order is necessary, a signed

[C. M. C. M. 3.]

memorandum of such order will be kept. In case of an emergency, when supplies are required and the organization quartermaster or purchasing officer are not present, the order for said supplies can be signed by an officer detailed for this purpose by the commanding officer, but in no case shall orders be signed by an enlisted man, except at posts where there is no commissioned officer on duty. [C. M. C. M. 3.]

(2) **Inspection of supplies purchased.**—Commanding officers will require that all such supplies, upon delivery, be inspected to establish that the quantity and quality of the articles delivered are in accordance with the specifications and the contract or order covering same. Any discrepancy, damage, or loss will be handled in accordance with the procedure outlined in article 17–38. The orders to establish this inspection routine will be issued by the organization quartermaster and approved by the commanding officer. [C. M. C. M. 3.]

(3) Omitted. [C. M. C. M. 3.]

## 17–40

**Safes.**—Each invoice and receipt, NMC–24, covering the transfer of safes, shall show on the face of the form the combinations of such safes, unless for reasons of security it is not deemed advisable or unless the combinations have been lost. When the combination is omitted the reason shall be stated on the face of the form. An officer receiving a safe will immediately change the combination before using the safe for the safekeeping of any Government property or funds, unless it is an empty safe received for store only, in which case the combination need not be changed.

### SAFEGUARDING PROPERTY

### 17–41

(1) **Responsibility of commanding officer.**—The officer in permanent or temporary command of a post, station, company, or detachment is responsible for the security of all public property thereat, whether in use or in store, and although for purposes of periodical accountability to the proper authority all such property may have been officially receipted for by subordinate officers, the commanding officer is nevertheless responsible and pecuniarily liable with them for the strict observance of the regulations in regard to its preservation, use, and issue. He will take care that all storehouses and rooms are secure and, when advisable, properly guarded, that only reliable agents are employed, and trustworthy enlisted men detailed for duty in connection with such property.

(2) **Keys of storerooms** will not be intrusted to enlisted men or civilians without the express approval of the commanding officer, and then only on the exercise of great vigilance on the part of the accountable officer and a resort to every reasonable precaution, including frequent inspections, to prevent loss or damage.

(3) **Clothing room.**—Enlisted men will not transact clerical work in the clothing room. Books and all other papers relating to this property must be kept in a room separate from the clothing room.

(4) **Pistols.**—To provide for the security of automatic pistols which, by order of the commanding officer, have been placed in the hands of individual enlisted men, it shall be the duty of commanding officers to provide a suitable place or places for their safe-keeping, where they shall be kept when not in actual use. The responsibility for the loss of a pistol when out of the storeroom or place assigned for its safe-keeping will rest on the person to whom it is issued; except that when the exigency of the service is such that men are ordered to keep their pistols in their possession at all times, responsibility will be determined by a board of survey.

### MAINTAINING PROPERTY; LOSS, DAMAGE, ETC.

### 17–42

(1) **Maintaining property.**—As far as practicable, every officer or noncommissioned officer in charge of public property of any kind, whether in use or in store, will endeavor by timely repairs to keep it in serviceable condition, and for this purpose, if at sea, will apply to the executive officer for such assistance as may be needed, and if on shore, to the nearest depot quartermaster or the Quartermaster. Arms, accouterments, equipment, barracks furniture, and camp equipment will be used as issued by the Quartermaster Department and

will not be altered in color, finish, or any other respect without specific authority from the Major General Commandant. Pack equipment and web accessories may be blancoed with khaki blanco by Marine Corps units ashore and afloat, at home and foreign stations, except expeditionary forces actively engaged in field service. White blanco may be used on the additional bayonet scabbard authorized for marine detachments afloat and the funeral escort, Marine Barracks, Washington, D. C. Metal parts of pack equipment and accessories will not be polished.

(2) **Causes of damage, etc.**—Causes of damage to, and of loss and destruction of, military property are classified as follows: Unavoidable causes, being those over which the responsible officers have no control, occurring (*a*) in the ordinary course of service, or (*b*) as an incident to active field service. Avoidable causes being those due to carelessness, willfulness, or neglect.

## 17–43

(1) **Pecuniary liability for loss or damage.**—Avoidable loss or damage to any article of public property is to be made good or, in the case of enlisted men, charged on the pay rolls against the man responsible for the same or collected in cash.

(2) **When responsibility is acknowledged.**—When men acknowledge responsibility for the loss or destruction of Government property, a "Statement of charges" will be prepared by the officer responsible for the property, on NMC–6, in accordance with the instructions printed on same and signed by the men. Upon approval by the commanding officer, the statement of charges will be authority for making proper checkages on pay rolls. When responsibility is acknowledged and the value of the lost or destroyed property collected in cash, a "Statement of charges" will not be prepared. Such collections will be abstracted on NMC–138. The abstract will show the names of the men from whom cash was collected, enumerate the articles charged to each man, and contain a notation to the effect that the transaction covers refunds for lost or damaged property for which no 10 percent was charged. Such abstracts and the proceeds thereof will be handled as prescribed in articles 17–89 to 17–90.

(3) **When responsibility is not acknowledged.**—When enlisted men decline to acknowledge responsibility for the loss or destruction of Government property, the responsibility for such loss will be determined by a board of survey. In all cases where an enlisted man is held pecuniarily responsible by a board of survey for loss of or damage to Government property, upon approval of such survey by proper authority, a statement of charges will be prepared and handled as prescribed in paragraph (2) hereof except that signature of the responsible party will not be required and reference to the survey should be made on the face of such statement of charges. (See art. 17–74.)

(4) **Collecting for loss or damage.**—When such loss or damage occurs between the date the final account is closed and the date the man is to receive his discharge article 17–74 (3) will govern. Form NMC–138 will be used for abstracting such articles and as a voucher dropping these articles from the property account. The abstract will show the names of officers and men from whom cash was collected, enumerate the articles charged to each officer and man whose name appears thereon, and contain a notation to the effect that the transaction covers refunds for lost or damaged property for which no 10 percent was charged. Such abstracts and the proceeds thereof will be handled as prescribed for sales in articles 17–89 and 17–90.

(5) The provisions of paragraphs (1) to (4) will not apply to rifles, pistols, shotguns, or other firearms when missing. In such cases the accountable officer will request a board of survey. [C. M. C. M. 3.]

## 17–44

(1) Property unavoidably lost or destroyed will be accounted for by survey in the prescribed manner. However, if in the opinion of the commanding officer, no culpability is involved, a certificate by the accountable officer, supported by statements of the interested parties, approved by the commanding officer, listing the property and stating the circumstances relative to the loss or damage, may be used as a voucher to the property account.

(2) Examples of the use of this certificate might be in the cases of a capsized small boat, fire in a barracks squad room, or subsistence stores spoiling.

[C. M. C. M. 3.]

### PROPERTY ISSUED ON MEMORANDUM RECEIPT

## 17–45

(1) **Loan of property.**—Public property shall not be loaned to any State or organization, or individual outside the naval service, except as provided in article 83 (3), Navy Regulations.

(2) **Wording of receipts for property loaned outside.**—All memorandum receipts covering articles of Government property loaned to any individual other than a member of the Marine Corps will be worded, in substance, as follows: "I certify that I have this date received from ____________ the following articles of Government property, for which I hold myself pecuniarily responsible."

(3) Property subject to deterioration or wear and tear will not be retained by officers for their personal use or held on memorandum receipt, except for brief periods pending arrival of effects in transit. The following articles, however, may be retained by officers, viz: authorized horse equipment for those below the rank of major, authorized personal military equipment and professional books, and, for bachelor officers in public quarters; bed, mattresses and bed linen. (See art. 19–27.) [C. M. C. M. 1.]

(4) Paragraph (3) precludes the issue on memorandum receipt, to officers for their personal use, of such articles as mattresses; bed linen; mosquito nets; buckets; mess utensils; tableware; crockery; rubber coats, boots, and hats; tools; and all such articles that are subject to deterioration or breakage and that do not pertain to an officer's authorized personal military equipment, or that do not pertain to the authorized furnishings of Government quarters to which the officer may be assigned, except for brief periods pending arrival of officers' effects in transit, as set forth in paragraph (3).

(5) **Purchase by officers of articles not issued.**—Officers who require articles for personal use the issue of which on memorandum receipt is prohibited may provide themselves with such articles by purchase from the Quartermaster Department.

## 17-46

(1) **Supplies issued company or detachment commanders.**—Officers commanding companies or detachments will be furnished by the proper quartermaster, on approved requisitions, with the necessary authorized quartermaster's supplies, except clothing, and for all such supplies such commanding officers will give memorandum receipts to the accountable officer, who will continue to bear the supplies on his returns until they have been transferred or extended and duly accounted for as required by these regulations. Officers commanding companies or detachments temporarily absent from posts, camps, etc., will continue responsible to quartermasters from whom supplies have been procured on memorandum receipts.

(2) **Responsibility.**—The officer in temporary or permanent command of a company or detachment is responsible for all public property used by or in possession of the command, whether he receipts for it or not.

(3) **Change in command.**—When a change in command or responsibility takes place, the memorandum receipts will be returned by the quartermaster when he becomes possessed of new receipts from the officer who succeeds to the responsibility for the property. In case of any discrepancy at the time of transfer of property, a board of survey will be requested to fix the responsibility.

(4) **Settlement between accountable and responsible officers.**—Memorandum receipts from the same officer will be filed together in a separate file and will be abstracted and totaled at least every six months and a settlement effected. At the time of settlement the responsible officer will take inventory of property in his possession, and any property that he may hold in excess of requirements will be turned back into store, and the officer will sign a new receipt for all prop-

erty, except furniture, necessary to be retained by him in his possession, prior receipts to be returned to the officer provided all articles are accounted for. The responsibility for the loss of any articles that may be found to be missing will be fixed at the time of settlement.

### 17–47

**Surveys of property of responsible officer.**—When surveys become necessary on any property in the hands of a responsible officer, he will at once notify the accountable officer in writing, who will take steps to have a board convened.

## INVENTORIES

### 17–48

**Periodical inventories and interim inspections.**—Every officer accountable for public property will personally take an inventory at least once each quarter of all clothing, arms, and accouterments under his charge. He shall take an actual physical inventory of all other property under his charge at least once a year, inventory to be completed as of June 30, unless actual physical inventory has been taken at some time within three months prior to this date, by reason of change of accountable officers. If for any reason the accountable officer can not take inventory as required, he will so advise his commanding officer, who if he finds that the accountable officer cannot complete inventory, will appoint a board to inventory the property. Any articles found to be on hand on inventory in excess of quantities carried on the property account will be taken up by certificate. While only one complete inventory is required annually of property, other than clothing, arms, and accouterments, the accountable officer will, in addition, take the necessary measures to satisfy himself by personal check and examination during the period between inventories that such property as he is accountable for is on hand, as shown on the property account. A certificate setting forth that the inventories prescribed herein have been made will be submitted with the certificate of balances.

### 17–49

**Inventory by board.**—In case of death or the suspension from duty for a period exceeding 10 days of any officer having charge of public property, the commanding officer shall immediately order a board, to consist, when practicable, of at least three commissioned officers, to make an inventory of the property. If this number is not present to comply with this requirement, one officer will be sufficient. He will also appoint another officer, when practicable, to perform the duties vacated, who will receipt and account for the property as inventoried. In case there is no officer available the commanding officer will himself take charge of the property. If there is no shortage, this inventory will be in duplicate, and both copies handed to the officer who receipts for the property, one copy to be forwarded with his first certificate of balances to the Quartermaster, the duplicate to be retained. In the event of a shortage one copy of the inventory will be immediately sent to the Quartermaster by the officer receipting for the property, the duplicate to be retained. It is the duty of the board of inventory to fix the responsibility for such shortage if possible.

### SURPLUS AND UNSERVICEABLE PROPERTY

### 17–50

(1) **Reporting surplus property.**—Surplus arms and accouterments and other public property, except machinery, generators, boilers, motors, typewriters, office machines, band instruments, mechanical and electrical equipment and appliances, plumbing and electrical fixtures, galley and post utilities equipment, and similar equipment considered in excess of requirements will be reported to the usual supply depot for such disposition as may be directed.

(2) Surplus machinery, generators, boilers, motors, typewriters, office machines, band instruments, mechanical and electrical equipment and appliances, plumbing and electrical fixtures, galley and post utilities equipment or similar equipment in serviceable condition and in excess of requirements should be reported to the Quartermaster by letter. The letter will give reasons for the report as well as all data as to serial number, model, type, or other description necessary to identify the article.

(3) **Obsolete property.**—Property considered obsolete should be reported to the Quartermaster by letter.

[C. M. C. M. 3]

### 17–51

**Disposal of surplus clothing.**—Articles of clothing on hand and not required for issue will, if in good condition, be transferred to the nearest depot of supplies; if not in good condition, such articles will be disposed of as may be directed by approved report of board of survey. (See art. 15–4.)

### 17–52

(1) **Unserviceable property, report of by letter.**—Unserviceable property, other than that covered by article 17–78 (2), in which no responsibility or liability for damage is involved may be reported to the Quartermaster by letter. (See art. 17–53 (5).) The letter will contain recommendation for disposition as well as whether replacement is required.

(2) **Items not on property account.**—If the items under consideration are not carried on a Marine Corps property account, they need not be taken up on charge, but the officer in submitting the report shall indicate such fact, adding estimated value, and purpose for which used.

[C. M. C. M. 3.]

## BOARDS OF SURVEY

### 17–53

(1) The desired purposes of the report of a board of survey are to set forth for the commanding officer all facts and circumstances relative to the condition of the Government property described in the survey; to classify the causes of damage to and of the loss or destruction of military property as unavoidable or avoidable; to fix responsibility or liability for such loss or damage, and to recommend disposition.

(2) Subject to the remarks set out in paragraph (3), Government property belonging to or on charge to the Marine Corps will be brought before a board of survey as a matter of policy:

(*a*) If lost, destroyed, damaged, or if a deficiency is discovered.
(*b*) To relieve a person from liability.
(*c*) To determine responsibility.

(3) Survey action is not required if the property under consideration is within the purview of articles expendable by certificate (art. 17–78); the permitted shipment of ordnance equipment (art. 17–66); the report of a disinterested officer (art. 17–38); the certificate of unavoidable loss (art. 17–44); and the reports by accountable officers relative to unserviceable equipment (art. 17–52). However, survey action must be requested in these cases if in the opinion of the accountable officer the interests of the Government will be best served by a board of survey. Survey is also required on furniture when replacement is necessary (art. 19–24).

(4) All kinds of property except Class III property, subsistence stores, motor vehicles, naval ordnance material and boats may appear on the same request and report of board of survey.

(5) The question of the submission of property to a board of survey for its action is a matter of local decision. However, the serviceability of the article and its use by or its necessity to the Marine Corps must be the governing factors in the recommendation for disposition.

[C. M. C. M. 3.]

### 17–54

[Omitted. C. M. C. M. 3.]

### 17–55

**By whom ordered.**—Boards of survey on shore are ordered by the Commandant of the Marine Corps, division, aircraft wing, brigade, aircraft and glider groups, regimental or separate battalion commanders, separate squadron commanders, and by commanding officers of Marine Corps posts, air stations, training centers, and the Commandant, Marine Corps Schools; or by such other commanding officers as the Commandant may designate. At Marine Corps posts where there is no commissioned marine officer, such boards should be ordered by the commandant of the station, or where there is no commandant, by the senior officer present. They will be composed of from one to three commissioned officers, depending upon the value of the articles to be surveyed or the importance of the questions involved. Officers who are interested in or responsible for the property will not be detailed as members of a board. In case the property in question has been previously acted upon by a board of survey, the officer asking for the board will so state and, if possible, attach a copy of the report of the previous board. [C. M. C. M. 3.]

## 17-56

Applications for surveys upon articles belonging to the Marine Corps on board ship must be made by the officer having charge of the same to the commanding officer of the ship, who is authorized to appoint the board, and who, subject to the provisions of article 17-71 (3), is the approving authority. [C. M. C. M. 3.]

## 17-57

Duties.—A board of survey must fully investigate all matters submitted to it. It will call for all evidence obtainable and will not limit its inquiries to proofs or statements presented by parties in interest. It will rigidly scrutinize the evidence, especially in cases of alleged theft or embezzlement, and will not recommend the relief of officers or enlisted men from responsibility unless fully satisfied that those charged with the care of the property have performed their whole duty in regard to it.

## 17-58

Reports of boards of survey should be clearly and definitely written out, each article surveyed being referred to in detail, and the cause and origin of the damage or deficiency, if any, and the reason for the property being recommended for sale, or otherwise disposed of, should be clearly and plainly stated.

## 17–59

**Terms and phrases used.**—The following terms and phrases shall be used in reports of boards of survey:

| Condition | Recommendation |
|---|---|
| Serviceable | To be turned in to store for issue.<br>To be turned in to store for issue at reduced cost, stating same.<br>To be retained or for use. |
| Needing and warranting repairs | To be repaired, stating probable cost. |
| Unserviceable for original purpose, serviceable for Government use (stating it). | For use as may be required. |
| Obsolete | To be sold.<br>To be issued for use for (any purpose, stating it). |
| Unserviceable in present form or in part | To the dump, For firewood—For unserviceable parts, if of no commercial value.<br>Use for any purpose (stating it)—for serviceable parts. |
| In excess of Government requirements | To be sold.<br>To be transferred to some other station. |
| Unserviceable for Government use | To be sold. |
| Totally unserviceable | To the dump, To be destroyed—burned, buried, thrown overboard.—If of no commercial value. |
| | *Miscellaneous recommendations* |
| | To be transferred to some other station for (stating purpose).<br>To be used for repairs to other articles.<br>To be replaced at an estimated cost of (stating it). |

## 17–60

**Disposition of condemned property.**—When Government property, of whatever kind, is condemned by a board of survey and found to be totally unserviceable, the recommendation should be made that it be disposed of at public auction, unless it is of absolutely no money value, in which event the board should recommend that it be destroyed or otherwise disposed of, and a notation made on the survey that the articles have no money value.

## 17–61

**Replacement of condemned property.**—When an article condemned, and its disposition provided for, is to be replaced, the recommendation of the board should include that statement, together with an estimate of cost.

## 17–62

**National flags.**—Whenever, in the opinion of a board of survey, a national or regimental flag has become totally unserviceable and cannot be repaired, the recommendation should be that it be retained for repairs to other flags, or destroyed by burning. A national flag or Marine Corps Standard should never be sold at auction or used for cleaning purposes.

### 17–63

(1) **Clothing.**—Boards of survey will not recommend that any clothing condemned as "unfit for issue" be turned in to a depot quartermaster. Other property which may, by repairs, be made serviceable again should be turned in to a depot for that purpose, if repairs cannot be made at the post.

(2) When, in the opinion of a board of survey, clothing but slightly damaged can be more advantageously disposed of by issuing it at a reduced price than at a sale at public auction, the board may so recommend, at the same time establishing the prices to be charged for the articles, according to the extent of the damage. [C. M. C. M. 3.]

(3) Omitted. [C. M. C. M. 3.]

(4) Omitted. [C. M. C. M. 3.]

### 17–64

[Omitted. C. M. C. M. 3.]

### 17–65

(1) **Signal equipment.**—Signal equipment brought before a board of survey shall be carefully examined to determine if all component parts are with the equipment being surveyed and responsibility fixed for missing items. In its recommendations regarding radio equipment and vacuum tubes the board will be guided, so far as possible by chapter 31, Manual of Engineering Instructions. Survey reports covering radio equipment will be submitted in quintuplicate.

(2) The recommended disposition of surveyed signal equipment will be as announced in current instructions. [C. M. C. M. 3.]

(3) Omitted. [C. M. C. M. 3.]

### 17–66

(1) **Rifles, etc., turned in for repairs.**—If inspection reveals that rifles, machine guns, automatic rifles, shotguns, telescopic sights, panoramic sights, quadrants, telescopes, field glasses, or other articles of ordnance matériel have become unserviceable as a result of neglect or avoidable damage and the responsibility for the damage has not been acknowledged nor resulting charges paid (art. 17–43), they should be brought before a board of survey.

(2) Otherwise, if it is apparent in the opinion of the accountable officer and the commanding officer that the articles have become unserviceable through the ordinary course of service and no liability is involved or responsibility has been acknowledged and the resulting

[C. M. C. M. 3]

charges paid. the articles listed may be invoiced and shipped to designated repair depots without the necessity of requesting a board of survey.

(3) Boards of survey will enter full description of property of this class upon their reports and should never recommend that any of these articles be sold or "consigned to the dump" (art. 17–118).

(4) In preparing the articles for shipment, the following procedure will be observed: Every article will be securely tagged, the tag to show plainly the place and date of inspection of the article, the designation of the article, and the nature and extent of the defect or damage, followed by the signature and rank of the officer who determined that the article is unserviceable or requires repair, such determination to be made by an officer in all cases, for example: "Telescopic sight. Broken cross hair. John Doe, Captain, U. S. M. C.," or "Telescopic sight. Poor vision with telescope. Reason unknown. John Doe, Captain, U. S. M. C." In the cases of rifles, pistols, and similar weapons turned in because of being inaccurate, the method by which their inaccuracy was determined will also be shown, i. e., whether by visual inspection, test firing, or calibration. If determined by test firing, the name and rank of the person who did the test firing will be shown and the tag signed by the officer under whose supervision the test firing was conducted, for example: "Unserviceable bore, pitted. Visual inspection. John Doe, Captain, U. S. M. C.," or "Unserviceable bore. Test firing by Sgt. Richard Roe, U. S. M. C. John Doe, Captain, U. S. M. C." (See art. 5–63 (5).)

[C. M. C. M. 3.]

## 17–67

[Omitted. C. M. C. M. 2.]

## 17–68

(1) **Articles lost or destroyed.**—When articles are lost or destroyed and cannot be produced for the action of the board, the latter shall diligently inquire into the reasons therefor and report the result on the face of the survey, fixing the responsibility when possible. The board may, if it so desires, require affidavits of enlisted men or certificates of officers cognizant of the facts, and when required they shall accompany the report of the board.

(2) When affidavits or certificates are required in connection with any loss of the above nature, they may be made before a commissioned officer or civil magistrate competent to administer oaths.

## 17-69

[Omitted. C. M. C. M. 3.]

## 17-70

(1) **Report of board.**—The proceedings of a board of survey will be prepared in triplicate and signed by each member who concurs in the findings. Should a member not concur, he will submit a signed minority report, to be embodied in the record immediately after the majority report. Except as hereinafter provided, the proceedings will then be submitted to the convening authority, who will either take final action or forward same, in triplicate, with such comment or expression as he may desire to offer, to the designated approving authority, if other than himself, or to the Quartermaster for final action. Upon receipt of the proceedings of boards of survey by officers empowered to take final action on same, such officers are not authorized to disregard the findings of boards insofar as pertain to responsibility for property lost or damaged, but such officers are empowered to direct the disposition to be made of property surveyed where it is deemed to the best interests of the Government to make other disposition than that recommended. In cases where the findings cannot be approved owing to nonconformity with law, regulations, or any other reasons, the report will be returned to the board for reconsideration, pointing out the matter of difference and, should the report be adhered to, the officers empowered to take final action can then disapprove the report of the board, thereby nullifying the proceedings. In such cases, the appointment of an additional board, or boards, is permissible to which board, or boards, should be submitted the original report of the board which was disapproved. (See art. 17-121.) [C. M. C. M. 3.]

(2) Omitted. [C. M. C. M. 3.]

## 17-71

(1) Upon approval by the Quartermaster, two copies of the report will be returned to the officer accountable for the property. The original, after the recommendations of the board have been carried out, will be accomplished at the bottom to show this action and then forwarded to the Quartermaster as a voucher to the property account. It is the intent of the preceding sentence to insure positively that each and every recommendation as to the disposition of the property, should there be more than one made by the board of survey, be carried into effect before the original is forwarded as a voucher to the property account.

(2) Upon approval by a designated approving officer who is other than the Quartermaster, the approving officer will forward one copy to the Quartermaster, Headquarters, Marine Corps, and return the original and one copy of the proceedings to the accountable officer,

[C. M. C. M. 3.]

who will, after disposing of the property as recommended and after carrying into effect any other approved recommendation of the board, accomplish the form at the bottom of the report in the manner outlined above, and forward the original to the Quartermaster as a voucher to the property account.

(3) The following reports of boards of survey will be forwarded to the Quartermaster for final action:

(*a*) Those ordered by the Commandant.

(*b*) Those of motor vehicles.

(*c*) Those of boats and machinery pertaining thereto (art. 17–116).

(*d*) Those of Navy property (art. 17–121).

(*e*) Those of typewriters and computing machines (arts. 17–131 to 17–133).

(*f*) Those of major items of radio, engineering, ordnance, mechanical, and electrical equipment.

(*g*) Those of major items of equipment of the post utilities and galleys.

(*h*) Those which hold officers or men pecuniarily responsible for loss or damage to Government property for which responsibility is not acknowledged.

(*i*) Those of furniture and quarters (art. 19–24).

(4) Except as stated in paragraph (3) above and unless otherwise ordered by a post commander, a force commander, or the senior marine officer present, the convening authority will act as the approving authority.

(5) In exceptional cases where delay incident to the approval of a report of survey by mail might result in loss to the Government or interference in the movement of troops, approval should be requested by dispatch.

[C. M. C. M. 3.]

## 17–72

**Disposal of articles surveyed.**—The quartermaster or officer empowered to act on remote stations, upon receipt of report of a board of survey, will give such directions, subject to the provisions of article 17–71, for the final disposition of the surveyed property as the case may require, and no officer should drop such property from his return until he receives notice of the action taken; but on vessels at a distance, or at posts outside of the continental limits of the United States which are not in a brigade, when the total amount involved, figuring condemned articles at invoice prices, does not exceed $500, and when articles surveyed are found to be totally unserviceable, of no value, and occupy needed space, or require, by reason of their insanitary condition, immediate disposition, such as being thrown overboard, burned, or buried, or in cases of loss or damage to public property, if the responsibility or pecuniary liability therefor has been fixed, the recommendations of boards of survey to such effect may be carried out by the officer or noncommissioned officer in charge of the property upon the approval of the officer ordering the board. The officer requesting the board will certify on the face of the survey that the articles have been so disposed of. This shall also apply to damaged property, including clothing, the sale of which or its issue at reduced prices is recommended.

## 17-73

(1) **Salvaging metal tent slips.**—As metal tent slips are practically indestructible, a considerable saving to the Government can be effected by removing such slips from condemned canvas which is no longer serviceable as tentage and returning same to the Depot of Supplies, Philadelphia, for future use in the manufacture of tentage. The slips should not be removed from tents that are condemned and sold if their condition is such that they might be used after the sale as tents, but only from tentage that is to be sold as old canvas, to be destroyed, or to be used for repairs.

(2) **Disposal of metal tent slips.**—Such tent slips as are so accumulated and are not required to replace broken slips should be shipped to the nearest depot of supplies. Tent slips accumulating at the Marine Barracks, Cavite, P. I., should be shipped to the Depot of Supplies, San Francisco, Calif., by Government conveyance, for further shipment, together with those accumulated at the latter depot, to the Depot of Supplies, Philadelphia, Pa.

## 17-74

(1) **Pecuniary responsibility.**—In case a board of survey holds an officer or enlisted man pecuniarily responsible for loss to the Government, an extract from the report will be referred by the convening authority to the officer or enlisted man concerned for a statement as to his responsibility. In case the officer or enlisted man held responsible acknowledges the responsibility, the report and statement will be forwarded to the approving authority. If the approving authority holds the officer or enlisted man responsible, the report should be approved, the officer or enlisted man held responsible notified to that effect, and steps taken to effect checkage in the case of enlisted men, informing the Quartermaster when and on what pay-roll checkage will be accomplished, and to collect the amount due in the case of officers.

(2) In case the officer or enlisted man held responsible disclaims responsibility, the convening authority will return the report, together with the officer's or man's statement, to the board for reconsideration. The board's report, in reconsideration, will be returned to the convening authority, who will then forward the report, with all papers pertaining thereto, to the approving authority, indicating his approval or disapproval. If the approving authority holds the officer or enlisted man responsible, the report should be approved,

two copies returned to the accountable officer, and the original, together with all papers pertaining thereto, forwarded via the Quartermaster to the Commandant of the Marine Corps for final action on that part of the report pertaining to the responsibility of the officer or enlisted man. [C. M. C. M. 2.]

(3) In cases where a board of survey holds an enlisted man pecuniarily responsible for missing property or property damaged, or for any other reason, the board of survey will expedite the proceedings in order to insure that the Government may be reimbursed for or protected against the loss involved prior to the separation of the man from the service. The commanding officer will be notified by the board of survey as soon as pecuniary responsibility is decided upon. The commanding officer will, in turn, take necessary precautions to insure against monetary loss to the Government. In each case notation will be placed on the man's clearance sheet of probable indebtedness, and the commanding officer will, if practicable, secure reimbursement from the man prior to discharge. Where practicable, the amount for which it appears that the man will be held liable should be collected by the commanding officer from the man and deposited with the unit quartermaster. The unit quartermaster will retain the cash in his custody pending settlement in order that it may be available for return to the man in the event he is finally relieved of pecuniary responsibility. Should the final approval of the survey hold the man pecuniarily responsible in the amount of the deposit or a portion thereof, the amount due the Government will be taken up by the disbursing officer, should there be one at the post, or turned in to the disbursing officer, Quartermaster Department, Headquarters, Marine Corps.

## 17–75

**Loss through fault of officer.**—In case of any loss to the Government accruing by the fault of an officer for which he is held responsible by a board of survey, and the money value of the loss is not collected or checked against his pay accounts, to be deposited into the Treasury in the usual manner, the Quartermaster will prepare the necessary certificate in the case and forward the same to the General Accounting Office.

## 17–76

**Property at recruiting offices.**—When property, except articles expendable by certificate, becomes unfit for Government use at a recruiting office where only one officer is on duty, a list of such property, wherein will be set forth the condition of the property and statement whether same has any commercial value, cause of condition, etc., will be submitted to the Quartermaster, who will issue appropriate instructions as to the disposition to be made of the property.

## 17–77

**Expenditures not authorized by approval of survey.**—The approval of a report of board of survey by the Quartermaster or other officer empowered to take final action thereof, when such report recommends repairs, alterations, improvements, or replacements involving an expenditure of funds, does not constitute an authorization of the expenditure, and no such expenditure will be made prior to the approval of an open purchase requisition covering it.

### EXPENDABLE ARTICLES

## 17–78

(1) **Articles expendable by certificate without survey.**—The monthly certificate of expenditure, prepared on Form NMC–548, is intended to permit the accountable officer, with the approval of the commanding officer, to expend certain articles from the property account without the formality of requesting a board of survey and the exercise of judgment on the part of those concerned is essential if the interests of the Government are to be properly safeguarded.

(2) Property listed below may be expended on Form NMC–548:

Ammunition upon proper authority.

Articles permanently installed in such manner as to prevent their removal without destroying their original identity.

Forage and fuel within the prescribed allowance. (See art. 17–12.)

Stamps, postage. (See art. 17–89 (2).)

Tickets, ferry and streetcar. (See art. 16–181.)

All other unserviceable or obsolete property carried in Class II or Class III property accounts, the unit value of which is $5 or less. Similar authority is extended to those items carried in Class I account (Clothing) which are issued on memorandum receipt, such as aprons, mess; band, official, mourning; boots, hats, and coats, rubber. [C. M. C. M. 2.]

(3) Marine detachments of naval vessels afloat are further authorized to include in their certificate of expenditure, unserviceable and worn-out articles of a value in excess of $5 with the approval of the commanding officer of the vessel. [C. M. C. M. 3.]

(4) Ammunition will be expended in action, in defense of life or public property, in target practice, military exercises, in the preliminary instruction of enlisted men, in hunting, in carrying out the prescribed duties of sentinels, and for authorized salutes. Ammunition expended without authority or not in the line of duty, or which may be damaged or lost through neglect, will be charged to the person responsible therefor. [C. M. C. M. 3.]

(5) The certificate of expenditure, when submitted, must be complete in all required details as to quantity, value, and purpose for which used or cause of expenditure, and must be signed by accountable officer and approving officer. [C. M. C. M. 3.]

(6) (*a*) Expendable articles are divided into two classes:
   1. *Consumable supplies* are those which lose identity when used, such as paints, oils, varnishes, and,
   2. *Nonconsumable supplies*, such as bayonets, hammers, and chisels which may become unserviceable but do not lose identity.

(*b*) Consumable supplies may be expended when used. Nonconsumable supplies will be issued on memorandum receipt and may be exchanged when they become unserviceable.

(*c*) When difference of opinion arises as to serviceability or pecuniary responsibility for either consumable or nonconsumable supplies the matter will be referred to a board of survey to determine responsibility.

[C. M. C. M. 2 and 3.]

## 17–79

(1) **Gratuitous issues** of gun oil, white and khaki blanco, laundry soap (fresh-water), salt-water soap, shoe polish, and leather cleaner will be made as follows:

(*a*) The above articles, except salt-water soap, will be obtained by quartermasters from the nearest depot of supplies and issued in bulk to organization commanders upon requisition, and by them issued to the enlisted men of their organization in such quantities as may be prescribed in allowance tables or as directed by the commanding officer, depending upon service condition. These articles will be used only for the cleaning and preservation of Government property. Government equipment will be washed only when absolutely necessary, and then by direction of the organization commander.

(*b*) Salt-water soap may be obtained upon invoices from naval supply officers and will be issued only on expeditionary duty while on board ship or while ashore where fresh water is not obtainable. The quantity issued to individual men will be governed by the commanding marine officer. Under no circumstances will Government equipment be washed with salt-water soap. (See art. 17–12.)

### KITCHEN EQUIPMENT

## 17–80

(1) **Kitchen utensils, tableware, and mess furniture** will be supplied by the Quartermaster Department. Allowances will be announced in orders. Commanding officers will enforce rigid economy in regard to such property. Articles broken, lost, or damaged will be charged to the individuals at fault.

(2) In the field the mess furniture of a marine will be limited to that which forms a part of the infantry equipment carried on his person and such devices for individual cooking as may be furnished by the Quartermaster Department.

### SALES

### 17-81

(1) **To whom authorized to be made.**—Sales of cloth, clothing, equipment, and other authorized quartermaster supplies may be made, in reasonable quantities, to the following for their own use, provided the officer in charge of such supplies decides that they can be spared for the purpose:

(*a*) Officers and enlisted men of the Army, Navy, Marine Corps, and Coast Guard, officers of the Public Health Service and members of the Nurse Corps.

(*b*) Companies, detachments, exchanges, and messes and similar organizations at a post which are composed exclusively of persons entitled to the privilege.

(*c*) Civilians having a status as part of an expeditionary force sent to a foreign country.

(*d*) Officers of the Marine Corps Reserve and the Naval Reserve on active duty. When not on active duty, officers of the Marine Corps Reserve may be permitted to purchase such articles of clothing and equipment as they would be required to have when ordered to active duty.

(*e*) Enlisted men of the Marine Corps Reserve and the Naval Reserve on active duty. Sales to be limited to articles and quantities required by the reservists for their personal use as such. Enlisted men of the Marine Corps Reserve in an inactive status may be permitted to purchase individually, for their personal use, on application to the Quartermaster, such articles of uniform and equipment as the Commandant of the Marine Corps may authorize. [C. M. C. M. 2.]

(*f*) Honorably discharged officers and enlisted men of the Army, Navy, and Marine Corps who are being cared for and are receiving medical treatment from the Veterans' Administration, while undergoing such care and treatment, will be permitted to purchase authorized quartermaster supplies, except articles of uniform.

(*g*) Former members of the Marine Corps who were separated therefrom under honorable conditions may purchase exterior articles of uniform on application to the Quartermaster. Requests for such sales received at posts and depots will be referred to the Quartermaster for action.

(2) **Firearms.**—Rifles, pistols, shotguns, or other firearms will not be sold without specific authority from the Quartermaster. Requests for the sale of such arms will be referred to the Quarter-

master, accompanied by a certificate of the officer or enlisted man desiring to make the purchase that it is for his own personal use. (See art. 17–101 (3).)

(3) **Tires and tubes.**—Automobile tires and tubes are obtained on a Federal excise tax-exempt basis which exemption is made on the condition that tires and tubes are for the exclusive use of the Government and the sale of these items is prohibited.

## 17–82

(1) **Abstract of sales.**—Sales of clothing and public property will be abstracted on Form NMC–138, except as provided in article 17–88, (See arts. 17–90 and 17–151.)

(2) Sales of water, gas, electricity (including flat charge for refrigeration), and other commodities shown on Form NMC–754 (Monthly Utilities Report) but which are not carried on the property account, will be abstracted on the regular monthly property sales voucher as additional items immediately following the items regularly carried on the property account, and a copy of all such abstracts used to support the monthly utilities report. In the event a sale of any utility commodity is made during any month in which no property sale is made, the abstract (NMC–138) covering the utility sale will be submitted as a voucher to the property account in the same manner as provided for sales abstracts covering public property, and a copy thereof used to support the monthly utility report. Invoice and receipt forms NMC–24, covering the transfer to other Government departments of the utility commodities referred to herein, and naval invoices and public vouchers covering the procurement of such commodities, will not be submitted as property account vouchers.

## 17–83

(1) **Payment** for clothing and public property sold will be made to the officer making the sale at the time of purchase, with the following exceptions:

(*a*) In special cases warranting it, payment for sales made to enlisted men of the Marine Corps, and enlisted men of the Navy attached to a Marine Corps post or organization, may be effected by checkage on the pay roll for the month in which the sale is made, on a statement of charges, which will be the voucher supporting the expenditure of the articles sold from the property account.

(*b*) Where conditions warrant it, the commanding officer may authorize charge sales of expendable supplies, such as gasoline, kerosene, lubricants, fuel, forage, soap, brooms, mops, etc., under the conditions and restrictions prescribed in article 14–61 (2).

(2) Each activity making sales of clothing and public property will issue sales slips, Form NMC–734, in all cases, numbering such slips serially and retaining copies thereof for a period of 3 months.

## 17-84

**Officers' servants** will not be permitted to wear clothing intended for enlisted men, except underclothing and shoes, which may be purchased in limited quantities, if available, upon the officer's certificate that these articles cannot otherwise be obtained.

## 17-85

**Prices.**—The prices stated for the articles mentioned in the Marine Corps Price List of Clothing, etc., apply for all purposes. For property not specified therein the last invoice or purchase price will govern. All obsolete property will be charged at the prices stated in the last order in which the articles appeared. To cover the cost of transportation, handling, and storage, materials used in effecting sales, overhead expenses of conducting sales, delivery charges, and other expenses, 10 percent will be added to the cost price of all subsistence stores and other quartermaster supplies of every description that may be sold, including articles that have been recommended to be sold at reduced prices by approved boards of survey and any other articles that have been reduced in price by proper authority.

However, the 10 percent will not be charged on sale of subsistence stores exempted from such charge under article 14-86 (2) and (4), or on sale of items of uniform clothing, Class I property, regularly issued to enlisted men, when sold to either officers or enlisted men. The total amount collected as a result of the 10 percent added to the cost price of articles sold will be shown at the bottom of sales abstracts as a separate item in the space provided therefor. The 10-percent overhead should not be added to the cost price of lost or damaged property, the value of which is collected in cash or checked against the pay accounts of officers or enlisted men. (See art. 17-43.) [C. M. C. M. 3.]

## 17-86

**Removal of buttons.**—Before any article of surveyed, condemned, or surplus exterior uniform is sold to any civilian, the buttons and other distinguishing marks shall be removed.

## 17-87

**Clothing or other public property which has been condemned,** or the issue price of which has been reduced by a board of survey, will not be purchased by an officer who was responsible therefor at the time of condemnation or reduction of price, nor by an officer who bore any part in such condemnation or reduction.

## 17–88

(1) **Sales at public auction.**—When a sale of condemned public property has been authorized it will be disposed of at public auction, for cash, or to the highest bidder on sealed proposals, on due public notice, and in such market as the interests of the Government may require. The officer making the sale will have the property scheduled and prepared and the sale sufficiently advertised that the best results may be obtained. He may suspend the sale when, in his opinion, better results may be obtained later. No property will be removed until payment for same has been made. The sale will be accounted for on NMC–130 (Account of Sales of Condemned Property), which will be prepared and handled as provided in article 17–90.

(2) All expenses attending the preparation for and holding of sales of condemned public property shall be paid from the proceeds thereof. No payment shall be made to an enlisted man serving as an auctioneer. Enlisted men should be detailed as auctioneers wher-

ever practicable. Where practicable, a commissioned officer, preferably the post quartermaster, will be present at all auction sales and have supervision over them.

(3) In all cases of sales of public property at auction where civilians are employed as auctioneers competition shall, if practicable, be invited as to the rate of commission, and, if impracticable, a schedule showing the rates charged by local firms should be prepared. This information shall be attached to the copy of the account sales which is forwarded to the General Accounting Office.

(4) **Advertising.**—No advertisement shall be published in newspapers concerning the sales unless authorized by the Secretary of the Navy.

### PROCEEDS OF SALE

### 17–89

(1) **Disposal of funds.**—All funds received from sales of public property and from other sources pertaining to the Quartermaster Department of the Marine Corps shall be remitted without delay by the officer receiving same direct to the Disbursing Officer, Quartermaster Department, Headquarters, Marine Corps, Washington, D. C., except—

(*a*) As noted in article 17–90.

(*b*) Funds received from the sale at public auction of the personal effects of a deserter, and money found in the effects of a deserter, which will be transmitted to the paymaster having the deserter's account.

(*c*) At posts and depots where a regular disbursing officer is detailed, in which case proceeds will be turned over to such officer.

(*d*) At posts and stations on the west coast, in which cases remittances will be made to the Depot Quartermaster, Marine Corps, San Francisco, Calif.

(*e*) Proceeds from sales aboard ship, which will be turned over to the supply officer of the ship.

(*f*) As noted in article 3–6 (2).

(2) (*a*) All accountable officers who are required to transmit funds to disbursing officers are authorized to purchase postal money orders to cover the amounts to be transmitted in cases where it is impracticable to employ the medium of a Government check, and the cost of the postal money order will be paid from funds issued by the Disbursing Officer, Quartermaster's Department, Headquarters, Marine Corps, Washington, D. C., to cover meals, transfers, and other incidental expenses incurred by enlisted men traveling under orders.

(*b*) The cost of postal money-order fees will be expended from the cash account of accountable officers on form NMC–727 (cash payment voucher) in the following manner:

On the report at the end of a week in which an expenditure has been made for a postal-money-order fee, the accountable officer will attach form NMC–625, signed by the postmaster who issued the money order, as a receipt, for the expenditure, and, further, the purchaser's receipt (small form attached to the money order) will be securely fastened to and forwarded with receipt form NMC–625.

(*c*) Accountable officers should so arrange the preparation and forwarding of regular monthly sales vouchers in order that the proceeds thereof may be included in one money order. A separate money order for each voucher is not necessary. Funds received, other than those covered by regular monthly sales vouchers, should be remitted without delay, by separate money order if necessary. (See par. (1).)

(*d*) Personal checks, cashiers' checks, certified checks, and checks from post exchange officers will not be forwarded to disbursing officers to cover Government funds collected at a post or station.

(*e*) Where it is impracticable to obtain postal money orders, accountable officers will forward collections to disbursing officers by registered mail.

(*f*) Government funds will not be used to cover the cost of money orders representing indebtedness of officers for excess fuel, heat, light, packing, and crating, excess shipment of household effects and other debts of a personal nature. (Comp. Gen. A–42851, June 29, 1932.)

(3) All funds so received by disbursing officers shall immediately be taken up as provided in articles 22–22 (1), (2), and (3). Postage stamps shall not be considered or carried as cash by the disbursing officer, but will be accounted for as prescribed in paragraph 2, article 16–181 for streetcar and ferry tickets.

## 17–90

**Abstract of sales.**—When the proceeds from sales of public property are forwarded to the Disbursing Officer Quartermaster's Department, Marine Corps, the abstract of sales will be prepared in quadruplicate, the original and one copy to be forwarded therewith. The other copies will be used by the officer making the sale, one, which shall be signed by the accountable officer making the sale, also by the commanding officer authorizing same, to be forwarded to the Quartermaster as a voucher to the property account, and the other to be retained. When such funds are forwarded to any other disbursing officer of the Quartermaster Department, or turned over to the supply officer aboard ship, the abstract should be prepared in quintuplicate, the original and two copies to be forwarded therewith. The other copies will be used by the officer making the sale as described above, except that the copy forwarded to the Quartermaster as a voucher to the property account will be accompanied by the acknowledgment of the receipt of the cash by the disbursing officer. When the purchasers of condemned property are enlisted men, the amount may be charged against them on the pay roll next succeeding the sale. Expenses resulting from sales of condemned property are paid from the proceeds thereof and the balance disposed of in accordance with the provisions of the preceding article. When condemned property has been disposed of to the highest bidder on sealed proposals, a letter of award and statement and certificate of award (Standard Form 1036) will be prepared and forwarded, together with all proposals, attached to NMC-130, to the disbursing officer receiving the remittance.

### TRANSFERS TO OTHER BRANCHES OF THE SERVICE

### 17-92

**Clothing.**—Except in cases of emergency, transfers of clothing will not be made to other branches of the service, except to the Navy for use of the Naval Academy Band, unless authorized by the Quartermaster. If, in emergency, transfer is made without his authority, the fact will immediately be reported to him, with a statement of all circumstances bearing on the case.

### 17-93

**On board ships not at navy yards**, the supply officer may make requisition on the officer commanding the marine detachment for such necessary articles as can be furnished. For articles not in store, requisitions should be made by the supply officer on the nearest depot quartermaster.

### 17-94

**Issues to enlisted men of Navy.**—No issue of clothing will be made by officers of the Marine Corps direct to enlisted men of the Navy, except men attached to expeditionary forces. [C. M. C. M. 3.]

### 17-95

(1) **Invoice and receipt.**—When property is transferred to the Navy or other Government department, except U. S. Army, the invoicing officer will prepare an itemized invoice on the prescribed form, in octuplicate, showing the unit and total price of each item, the total of the invoice, and the authority for making the transfer, giving its number (if any) and date. The original and the triplicate will be signed by the invoicing officer, on the duplicate and quadruplicate the signature may be stamped or typewritten; the quintuplicate and sextuplicate will be left unsigned, and all these six copies forwarded

to the officer to whom the property is transferred. The septuplicate and octuplicate copies will be used by the invoicing officer as tentative vouchers, as prescribed for the quintuplicate and sextuplicate copies of an invoice of property to an accountable officer of the Marine Corps. Upon receipt of the property, the receiving officer will enter the date of receipt thereof in the space provided for the purpose on the invoice, sign the original and quintuplicate, have the signature stamped or typewritten on the duplicate and sextuplicate, and return those four copies to the invoicing officer, the triplicate and quadruplicate to be retained by the receiving officer. Immediately upon receipt of the receipted copies of the invoice the invoicing officer will forward the ORIGINAL, duplicate, and sextuplicate to the Quartermaster for use in securing reimbursement for the property transferred. (To secure reimbursement, the original invoice, signed by both the invoicing officer and the receiving officer, is necessary. The General Accounting Office will not make a transfer of funds upon a copy unless evidence is filed therewith that the original has been destroyed.) The quintuplicate will be used by the invoicing officer as a voucher to his property account and forwarded to the Quartermaster. The octuplicate copy will be completed by filling in the receipt certificate thereon to correspond with that on the quintuplicate, and filed by the invoicing officer as his retained copy of the voucher. [C. M. C. M. 3.]

(2) The 10 percent required by article 17-85 to be added to the cost price of property sold will not be added to the cost price of property transferred to another department of the Government.

(3) When property is received as a loan from another department of the Government, the receiving officer will state on the face of all receipts given therefor that such is the case and that no reimbursement is to be effected for the value thereof, and no appropriation should be mentioned. The papers should be itemized and authority shown, as directed in the preceding paragraph.

(4) In case of transfers to U. S. Army organizations, the original and eight copies of an invoice will be prepared. The original, after accomplishment, together with five copies, will be forwarded to the Quartermaster, Headquarters, for use in obtaining reimbursement. The tentative copy, retained by the invoicing officer, may be used as one of the extra copies after signed copy has been received for his file. [C. M. C. M. 3.]

## ARMS AND ACCOUTERMENTS

### 17-96

**Requisitions for.**—Arms and accouterments needed at posts or by detachments on ships will be procured by requisition upon the nearest depot quartermaster having the same in charge, the requisitions to be approved by the commanding officers. The column entitled "Total on hand serviceable" must be filled in before the requisition is forwarded.

## 17–97

**Ammunition.**—There shall be kept on hand at all Marine Corps posts, and at all powder magazines and radio stations where marines are stationed, not less than 100 rounds caliber .30 ball ammunition per

man, of authorized strength. This does not contemplate the reduction of the ammunition reserve at any post where a larger amount has been or may be specifically designated. Commanding officers should maintain a larger reserve where military considerations require.

### 17-98

**Small-arms ammunition** required by marine detachments serving on board ships is supplied by the Navy.

### 17-99

Empty cartridge cases and brass clips from small-arms ammunition will be carefully preserved and taken up on the property account by certificate as scrap, brass, pounds. When the quantity on hand shall warrant, instructions for disposal will be requested from the Quartermaster. When packed for shipment, cartridge cases will be carefully inspected by an officer in order to guard against live cartridges being packed with empty cases. A certificate of inspection, signed by the inspecting officer, will invariably be packed in each box in which cartridge cases are shipped. Decapping and cleaning of cartridge cases are not required. If sold, such material should be dropped from the property account on form NMC 130, Account of Sales of Government Property (Condemned), and instructions in article 17-90 followed. Every precaution will be taken to prevent live cartridges from being included with empty cases, but purchasers should be informed in the proposal for bids that the Government assumes no responsibility for mishap or injury resulting from the presence of live cartridges.

### 17-100

(1) **Marking of accouterments.**—Individual equipment issued and charged on Form NMC-782 will be marked in black with the name of the man to whom issued, using marking machine, stencil, or stamp, the letters to be one-quarter inch high and similar in style to the following sample:

**J. T. SMITH**

(2) The location of the name on individual equipment will be as follows:

Belt, cartridge, rifle: Horizontally on side of the adjusting strap worn next to the body, starting 1½ inches from right end as worn, parallel to and near the upper edge, bottom of letters toward lower edge.

Belt, pistol, web: Horizontally on side worn next to the body, starting at third set of eyelets from the right end as worn, parallel to and near the upper edge, bottom of letters toward lower edge.

Carrier, magazine, pistol: Horizontally on side worn next to the body, centered 1 inch from and parallel to the upper edge, bottom of letters toward lower edge.

Carrier, pack, haversack: Horizontally on side worn next to the roll, centered 1 inch from and parallel to the lower edge, bottom of letters toward lower edge.

Cover, canteen: Centered on bottom parallel to and midway between the front and rear edges, bottom of letters toward rear edge.

Haversack: Horizontally on side worn next to the body, centered 1 inch below the lower points of the attached ends of the suspenders, top of letters toward the points.

Poncho, rubber: On inside, rear of neckpiece.

Pouch, first aid: Horizontally on side worn next to the body, centered 1 inch from and parallel to the lower edge, bottom of letters toward lower edge.

Pouch, meat-can: Horizontally on the back, centered 1 inch above the seam, bottom of letters toward seam.

Scabbard, bayonet: Lengthwise centered on side of scabbard cover worn next to the body, starting 3 inches from the top of the cover.

(3) In case of reissue, the old name will be blocked out and the new name marked immediately below it or, when this is impossible, above it.

(4) Accouterments issued on temporary memorandum receipt will not be marked.

(5) **Marine Corps Reserve.**—Organized Marine Corps Reserve companies and batteries will assign each set of individual accouterments in that company or battery a number indicating the battalion, the company, or battery, and the individual number, e. g., 4–B–1 (indicating the Fourth Battalion, Company B, No. 1), 3–Hq–10 (indicating the Third Battalion, Headquarters Company, No. 10), etc. This number will be permanently marked on all articles of that set of individual accouterments. When a man joins the company or battery he will be assigned an individual number, all equipment issued to him to bear that number, and notation of the number entered on memorandum receipts covering the issue to him. Upon separation from the company or battery the number on the accouterments turned in will be checked against the notation on receipts covering the issue. This system of marking will be used by Organized Reserve companies and batteries instead of the man's name as provided in paragraph (1) of this article. The number specified above will be placed as directed in this article.

## 17–101

(1) **Serial numbers of rifles, pistols, guns, etc.**—A card index record will be kept at all depots, posts, organizations, and on board ships of the serial numbers of rifles, revolvers, pistols, machine guns, shotguns, field and other guns, gun mounts, gun carriages, etc., in use and in store.

(2) When automatic rifles, machine guns, field and other large guns, gun mounts and carriages are transferred, the serial numbers will be stated on the invoice, and when received by purchase or transfer from another Government department, the serial numbers and such other information necessary to properly identify and make complete record of the articles received will be noted on the voucher to the property account covering the transaction. Serial numbers of these articles will also be stated on the June 30 certificate of balances. [C. M. C. M. 3.]

(3) Serial numbers of the articles referred to in paragraph (1) hereof will invariably be shown on all certificates taking up such articles found in store, and on surveys, statements of charges, and abstracts of sales covering such articles. Authority for the sale and person or persons to whom sale is made will also be stated on abstracts of sales.

(4) Serial numbers required by this article will be shown in numerical order.

## CARE OF LEATHER EQUIPMENT

### 17-102

(1) **Dressings, etc.**—The dark-brown-mahogany shade having been adopted as the standard color for leather equipment, no dressings or cleaners which have a tendency to further darken the color will be used.

(2) **Application.**—When equipment of that kind becomes soiled from handling, perspiration, grease spots, etc., it should be cleaned with saddle soap and allowed to dry thoroughly before a polish is applied. When a liquid cleaner or dressing is used on a leather article, it must be allowed to dry thoroughly before a polish is applied. Neglect to observe this rule will invariably produce darkening of the leather.

## INDIVIDUAL EQUIPMENT

### 17-104

**Issue of equipment.**—Rifle and pistol equipment will be issued to enlisted men as specified in article 17-105, except men on duty at Headquarters Marine Corps and any of the staff officers, men on recruiting duty, and members of the Marine Band, and except as otherwise provided in organization tables. (See art. 17-167.)

### 17-105

(1) **Rifle equipment** as follows will be issued to all enlisted men under instruction at recruit depots, upon going on the range or upon transfer before going on the range, and to all other enlisted men

of the rank of sergeant and below, except field musics, men enlisted for band duty only, and men enumerated in article 17-104:

(*a*) Rifle, Springfield, caliber .30. (See art. 5-63.)
    Bayonet for.
    Brush and thong for.
    Case, oiler, and thong for.
    Cover, front, sight, for.
    Scabbard, bayonet, for.
    Sling for.

(*b*) Belt, cartridge, rifle.
Can, meat.
Canteen.
Carrier, pack (haversack).
Cover, canteen.
Cup, canteen.
Fork, haversack.
Haversack.
Knife, haversack.
Package, first-aid.
Poncho.
Pouch, first-aid.
Pouch, meat can (haversack).
Spoon, haversack.

(2) In addition, each man of marine detachments afloat and the funeral escort, Marine Barracks, and Marine Barracks, Navy Yard, Washington, D. C., armed with the rifle, is authorized one white bayonet scabbard, model 1910, one dress slide for bayonet scabbard, and one service slide for bayonet scabbard, these articles to be issued on memorandum receipt in accordance with article 17-106.

(3) **Pistol equipment** will be issued to all noncommissioned officers of the rank of staff sergeant and above, except as enumerated in article 17-104, to members of post and regimental bands, and to field musics, as listed in paragraph (1) (*b*), but substituting the web pistol belt for the rifle cartridge belt and, in the case of noncommissioned officers of the first grade, issuing the officers' type haversack and pistol-belt suspenders or bag, field, canvas, O. D., complete with web-carrying strap and suspenders, in place of the haversack, pack carrier, and meat-can pouch. [C. M. C. M. 3.]

(4) **Field music equipment.**—All field musics will be permanently issued a trumpet, a dress trumpet sling, a service trumpet sling, two trumpet-sling hooks, and one book, Manual for Field Musics, U. S. Marine Corps, 1935. Field musics will not be issued drum equipment, permanently, but all posts, stations and detachments will be supplied by the Quartermaster Department with drums, drumsticks, dress-drum slings and service drum slings as required. [C. M. C. M. 3.]

(5) **Trunk locker, clothing roll.**—When ordered to duty in the field or on expeditions, a noncommissioned officer of the first pay grade may be issued, on memorandum receipt, a trunk locker or a clothing roll and a bedding roll with pad.

## 17-106

**Pistols, holsters, and slides.**—Pistols, pistol holsters, slings, with detachable hooks for N. C. S. belts, and slides for pistol holster and bayonet scabbard for dress belts and service belts, will be issued on memorandum receipt when the duty to be performed requires the use of them. They will not be entered on NMC-782.

## 17-107

**Rifle and pistol equipment to be retained throughout enlistment.**—All men having once been issued this equipment will retain it in their possession until discharged, except that men transferred from foreign-shore stations and from ships, outside the continental limits of the United States to naval hospitals in the United States, upon report of medical survey, men transferred to the Army and Navy General Hospital, Hot Springs, Ark., the Fitzsimons General Hospital, Denver, Colo., to St. Elizabeths Hospital, Washington, D. C., and men transferred to duty at Headquarters of the Marine Corps (except Navy Building guard) or one of the staff offices, or to recruiting duty, will be required to turn in the equipment at the time of transfer.

## 17-108

(1) **Procedure to be followed in issuing.**—When the equipment is issued a receipt therefor will be taken from the man to whom the issue is made, on NMC-782, in quadruplicate, and the articles issued will be dropped from the property account. The original receipt and the duplicate thereof will be pasted in the man's service-record book on page provided for that purpose; the triplicate will be given a voucher number and forwarded to the Quartermaster as a voucher to the property account, and the quadruplicate will be used as the retained copy of the voucher. Where the number of such issues warrants it, they should be abstracted, either weekly or every 2 weeks, using the abstract as a voucher to the property account, and the receipts alphabetically arranged and numbered as subvouchers to the abstract.

(2) When it is impracticable to issue at one time the complete outfit of equipment listed on NMC-782, the name of each article not issued will be struck off the form, such change to be signed and dated by the officer authorizing it, and subsequently, when the article so

struck off is issued, it will be added to the form and the addition initialed by the man concerned. Articles thus added will be expended from the property account by certificate stating the names of the men to whom articles were issued and the articles issued to each man. (See art. 5–63.)

(3) All entries on NMC–782 must be clearly legible, particularly rifle numbers and signatures. Signatures will be supported by the printed or typewritten name of the signer immediately below the signature.

## 17–109

(1) **Replacements (except rifles).**—When any part of the equipment issued to a man becomes unserviceable, or is lost or destroyed, it will be replaced by the issue of a like article, and no change in the receipt for the equipment will be made on account of such replacement. (See art. 17–43 (2), (3).)

(2) **Replacements, rifles.**—When a rifle charged to an enlisted man becomes unserviceable it will be repossessed, taken up on the property account and a serviceable replacement rifle issued in exchange and dropped from the property account. This transaction will be covered by Form NMC–782c, briefed as a voucher to the property account, taking up the unserviceable rifle and dropping the rifle issued. Where the number of exchanges warrants it, they should be abstracted, using the abstract as a voucher to the property account, the forms arranged alphabetically and numbered as subvouchers to the abstract. When a rifle charged to an enlisted man is reported missing, it will be taken up on the property account, and a replacement rifle issued and dropped in the same manner as described above.

(3) The serial number and certificate of inspection of the unserviceable rifle will be stricken from the Form NMC–782 in the man's service-record book and the serial number of the rifle issued entered and initialed by the unit quartermaster. Each rifle issued as a replacement will be inspected at the time of issue as required by article 5–63, the certificate of inspection on Form NMC–782c signed in triplicate, stating definitely the defects noted and the extent and location of such defects. If no defects are noted the phrase "Defects noted: None," will be used. The original of the certificate will be attached to the equipment forms in the service-record book of the man concerned, the duplicate to be forwarded to the Quartermaster, and the triplicate to be retained as a voucher to the property account.

(4) A board of survey will be requested without delay to determine whether the unserviceability of a repossessed rifle is the result of normal use or is due to lack of proper care on the part of any individual, and in the case of a missing rifle to determine responsibility

[C. M. C. M. 3.]

for its loss. However, if inspection of the rifle or knowledge of the conditions of the case reveals no evidence to indicate that the rifle or pistol became unserviceable as a result of neglect or avoidable damage, or if the responsibility for the damage has been acknowledged and paid for, a board of survey will not be requested. (See arts. 5–63 (5) and 17–66.) [C. M. C. M. 3.]

### 17–110

(1) **Turning in equipment.**—When a man is to be discharged, or is required to turn in his equipment for any other reason, the original and duplicate of his receipt therefor (NMC–782) will be detached from his service-record book and turned over by his immediate commanding officer, together with the property, to the accountable officer, who will accomplish the receipt at the bottom of the form and take up the equipment on his property account. The receipt which must be legible as to signature and rifle number, will be given a voucher number, the original forwarded to the Quartermaster as a voucher to the property account of the accountable officer, and the duplicate filed as a retained copy of the voucher, the retained copy to have attached thereto any Forms NMC–782c or rifle inspection certificates, covering rifle exchanges subsequent to original issue, for possible use of a board of survey. Where the number of sets of equipment turned in warrants it, the property so received should be abstracted in the same manner as prescribed herein for equipment issue. When a man dies or deserts it will be the duty of his immediate commanding officer to see that his equipment, together with the receipts therefor, is turned in to the accountable officer who will take it up on his property account as provided herein. (See arts. 3–7 and 7–7.)

(2) When it becomes necessary for any reason to detach NMC–782 from the service-record book, except when closed for discharge prior to expiration of enlistment in accordance with article 3–21, NMC–782b will be prepared and placed in the service-record book in lieu of the 782 removed. The 782b should show the date, name of enlisted man, organization, date of Form NMC–782 and 782c removed from service-record book, reason for turning in equipment, accountable officer to whom it was delivered and his initial acknowledging receipt, and be signed by the immediate commanding officer of the man concerned. Form 782b once placed in the service-record book in lieu of Form 782, should not be removed unless replaced by Form 782. When the 782b is removed and replaced by 782, it should be furnished the accountable officer making the issue of equipment for use as a supporting paper to his copy of the issue form forwarded to the Quartermaster as a voucher. [C. M. C. M. 3.]

(3) **Turning in equipment upon expiration of enlistment and reissue upon reenlistment.**—The equipment of an enlisted man discharged by reason of expiration of enlistment and subsequently reenlisted invariably should be taken up on the property account upon his discharge and reissued to him upon reenlistment. In no case should the equipment forms be transferred from the old service-record book to the new service-record book.

(4) When an enlisted man is declared a deserter in accordance with article 7–2, the provisions of article 7–7 should be complied with. Form NMC–782b should be prepared and placed in his service-record book, and the individual equipment taken up on the property account. In cases where an enlisted man reports in to another post or station within the period fixed by article 7–2 and such man is picked up on the rolls of the other post or station, his individual equipment should be taken up on the property account of the station from which he left and Form NMC–782b prepared and placed in his service-record book, prior to its being forwarded to his new station, such form to be removed by the new accountable officer to support a subsequent reissue of individual equipment. [C. M. C. M. 2.]

## 17–111

(1) **Disposition of equipment of men transferred to hospital.**—Upon the transfer of an enlisted man to a hospital when his staff returns are retained at the post or station from which transferred, his immediate commanding officer will detach NMC–782 from his service-record book and turn them over, together with the equipment, to the accountable officer, who will mark the equipment and keep it in store until the man's discharge from the hospital, when it will be returned to him and NMC–782 repasted in his service-record book. When a man serving on board ship in the United States is transferred to a naval hospital, his equipment will be turned in and transferred to the post quartermaster at the marine barracks to which the man's staff returns are sent, the invoice to be marked with his name so that the equipment may be reissued to him on reporting for duty, such invoice to include the following, taken from Form NMC–782 and from the inspection certificate, viz: Date and place of issue of the rifle, its number, condition when issued, and inspecting officer's name.

(2) **Disposition of equipment of men being transferred as prisoners.**—Upon transfer of a man while in the status of a prisoner, his immediate commanding officer will detach Form NMC–782 from his service-record book and turn it over, together with the equipment, to the accountable officer, who will take up the equipment on his property account.

## 17–112

**Inspection and care of rifles.**—(See arts. 5–61, 5–63, and 5–64.)

### BAND AND FIELD MUSIC INSTRUMENTS

## 17–114

(1) **Supplying.**—There will be furnished by the Quartermaster Department, upon requisition, to all duly authorized bands and band schools of the Marine Corps, such instruments as appear in the prescribed allowances listed below for the proper instrumentation of the bands and band schools requiring them. Music stands, drum major's batons, complete, and leader's batons will be furnished upon approved requisitions.

(2) **Requisitioning, surveying, repairing, etc.**—In making requisitions for band instruments the number and kind on hand and their condition should be noted thereon. When any instrument has become unserviceable it will be placed before a board of survey, or reported to the Quartermaster by letter, (see art. 17–52), and if it can be repaired locally, the board should give an estimate of the cost. If it cannot be repaired locally, the board should so state and should recommend that it be shipped to the Post Quartermaster, Marine Barracks, Washington, D. C., and all papers in the case forwarded to the Quartermaster, who will determine the disposition to be made of same. [C. M. C. M. 3.]

(3) The following instrumentation of Marine Corps bands is prescribed:

#### POST BANDS

1 flute
1 piccolo} for 1 player.
1 E-flat clarinet.
12 B-flat clarinets.
1 alto saxophone.
1 tenor saxophone.
1 baritone saxophone.
5 B-flat cornets.
2 B-flat trumpets.
4 French horns.
1 euphonium.
1 baritone.
6 trombones.
1 E-flat bass (sousaphone).
2 BB-flat basses (sousaphone).
2 snare drums (1 set of tympani, to be played by one of the snare drummers in concert work).
1 bass drum
1 cymbals, pair} for 1 player.

#### REGIMENTAL BANDS

1 flute
1 piccolo} for 1 player.
6 B-flat clarinets.
1 alto saxophone.
1 tenor saxophone.
6 B-flat cornets.
3 French horns.
4 trombones.
1 baritone.
2 BB-flat basses (sousaphones).
1 snare drum.
1 bass drum
1 cymbals, pair} for 1 player.

(*a*) In addition, one instrument of the list will be supplied the leader, to be the one which he plays.

(*b*) Each of the post bands at Quantico and San Diego will be augmented by the following:

| | |
|---|---|
| 1 E-flat bass, upright. | 2 BB-flat basses, upright. |

(*c*) Post and regimental bands of posts or stations, at which the maintenance of those bands is authorized, will be allowed in addition for the use of drum and bugle corps when they play in conjunction with the band, special type B-flat-F bugles with horizontal valves and special type drums as follows:

| | Bugles | Tenor drum | Scotch drum |
|---|---|---|---|
| Post bands | 18 | 4 | 1 |
| Regimental bands | 12 | | |

(The pitch of the B-flat-F bugles should be in approximately the proportion of two soprano to one tenor.)

(4) The following instruments are authorized for Marine Corps band schools:

- 1 flute
- 1 piccolo
- 1 E-flat clarinet
- 4 B-flat clarinets
- 1 alto saxophone
- 1 tenor saxophone
- 4 B-flat cornets
- 2 B-flat trumpets
- 2 French horns
- 1 baritone
- 2 trombones
- 1 E-flat bass (sousaphone)
- 1 B-flat bass (sousaphone)
- 1 snare drum (1 set tympani)
- 1 bass drum
- 1 cymbals, pair.

(5) The following allowance of instruments and accessories is authorized for each field music school in the Marine Corps:

| | |
|---|---|
| Trumpets, with extra mouthpiece | 1 per student field music. |
| Bugles B-flat-F valve, soprano | 12 per 50 students or fraction thereof. |
| Bugles B-flat-F w/horizontal valve, tenor | 6 per 50 students or fraction thereof. |
| Drums, snare, parade type, complete | 25 per field music school. |
| Drums, tenor | 4 per 50 students or fraction thereof. |
| Drums, Scotch (bass) | 1 per 50 students or fraction thereof. |
| Metronome | 1 per field music school. |
| Banners | 1 per student field music. |
| Slings, dress, trumpet | 1 per student field music. |
| Pouches, w/cover and strap | 1 per student field music. |

[C. M. C. M. 3.]

## BOATS

### 17–115

(1) **Accounting for boats.**—Boats received by purchase or transfer from another Government department will be taken up on the property account in the same manner as provided for other Class 2 property, except that the following detailed information will be stated on the voucher concerning the boat: Description (i. e., motor launch, cutter, dory, etc.), hull number, cost of boat complete without engine, length, beam, draft, engine type, engine number, horsepower of engine, and cost of engine. The information required by article 17–95 (3) will also be stated.

(2) Requests for articles or parts for motor sailers, cutters, launches, or other boats should be submitted to the nearest Naval supply depot, in duplicate, and embody the following and any additional information necessary, viz (see art. 18–9):

(*a*) Registry number, if any, of hull.

(*b*) Number of engine or boiler, or both.

(*c*) Whether the material is required for immediate replacement of broken or worn-out parts, or for stock, stating:

1. If for replacement—

*a*. The condition of the material to be replaced, statement of condition to be explicit, showing whether the material to be replaced is worn out, broken beyond repair, or capable of being repaired (in describing the condition of material, the use of the word "unserviceable" to be avoided).

*b*. Whether condition of the material is due to normal wear, or to accident or other unusual cause.

2. If for stock—

*a*. The estimated period for which required.

*b*. The quantity of like material issued during the preceding six months.

*c*. The quantities on hand of articles or parts for which request is made.

3. If material is required for both replacements and stock, items for replacement should be clearly distinguished from those required for stock.

*a*. Correspondence in connection with boats should contain the data specified in subparagraph (*a*) and (*b*) and any other information necessary.

*b*. For instructions regarding surveys on boats and machinery pertaining thereto see articles 17–71 (4) and 17–116. [C. M. C. M. 3.]

(3) Requests for engines should be addressed to the Quartermaster giving such information called for in paragraph (2) above as is pertinent. [C. M. C. M. 3.]

(4) Requests for boats will be addressed to the Commandant, U. S. Marine Corps. [C. M. C. M. 3.]

## 17–116

**Surveys on boats.**—When it is necessary to survey a powerboat, two separate requests for and reports of survey, prepared in quadruplicate, are required, except as indicated below, one covering the hull and its appurtenances, and the other covering the propelling machinery and accessories pertaining thereto. In all cases, the registry number will be shown on surveys covering the hull of the boat, and the make, type, and serial number of the engines shown on the survey covering the propelling machinery. Only one survey report prepared in quintuplicate is required when the engine of a powerboat is unserviceable and the hull is serviceable, or when the hull is unserviceable and the engine is serviceable. However, if the hull only is surveyed, a statement should be incorporated in the board's report to the effect that the engine is serviceable and suitable for installation in a serviceable hull, or a similar statement regarding the hull, if the engine only is surveyed. Whenever possible, an officer possessing mechanical ability and practical knowledge of powerboat machinery shall be detailed as a member of the board. The board will state in its report, in detail and in explicit terms, the exact condition of the article surveyed; the nature and extent of repairs required, if warranted; that repairs and reinstallation can or cannot be effected locally; and the disposition recommended. The dismantling of a boat engine for use of its serviceable parts for repair of other engines shall not be recommended unless the engine is beyond repair or in a condition not warranting the expense of repairing it. Whenever a powerboat is turned in, the machinery and spare parts belonging thereto shall be turned in with it, unless otherwise directed by the Bureau of Ships. (See art. 17–71 (3).) [C. M. C. M. 3.]

### NAVAL ORDNANCE

## 17–117

**How accounted for.**—All ordnance, material, and equipment purchased from the appropriation "Ordnance and Ordnance Stores, Navy," or issued by the United States Navy, for use of the Marine Corps, will be taken up on the Marine Corps property return and accounted for in the same manner as Marine Corps property.

## 17–118

**Description and record.**—When guns, gun mounts, gun carriages, gun sights, machine guns and rifles, mines, torpedoes, powder, projectiles, mine and torpedo charges, boats, motor vehicles, engines, range finders, telescopes, field glasses or binoculars, compasses, and similar articles are transferred, the serial number, model, mark or type, index (in the case of ammunition and mine and torpedo charges), unit cost, and date of purchase (if known), and any other information necessary to identify the article will be entered on the invoice and receipt. This information will also be entered on reports of survey on property of this class and on requisitions for spare parts. (See art. 18–10.) When property of this kind is received and the description called for in this paragraph does not appear on the invoice or bill the receiving officer will have it entered thereon. A complete record showing the above-mentioned data will be kept at all posts and stations where property of this kind is on hand or in use.

## 17–119

**Discrepancies.**—In case the ordnance allowance lists do not accord with the material furnished the station, the Bureau of Ordnance should be notified concerning the discrepancies.

## 17–120

**Requisitions.**—When spare parts, etc., are required for use in connection with Navy guns, etc., a requisition, Form S. & A. 76, will be submitted to the Bureau of Ordnance, and forwarded through the designated supply yard for the purpose of having the supply officer indicate thereon whether the supplies required are on hand in stock available for issue. The number of copies of Form S. & A. 76, which should be forwarded are one white, four blue, and one yellow; an additional blue copy should be made and retained for the files of the officer submitting the requisition. The nomenclature in the ordnance allowance lists will be used, and drawing and piece numbers quoted. The same procedure will be followed when any other material referred to in article 17–117, except ammunition, is required. All

requisitions for articles not included in allowance lists, or which are in excess of the allowance, will be designated "in excess" and will be forwarded to the Bureau of Ordnance via the Major General Commandant. Ordnance requisition blanks may be obtained from the nearest supply officer. Ammunition will not be called for on requisition forms, but will be obtained by means of request by letter to the Bureau of Ordnance forwarded through the Quartermaster.

### 17-121

**Surveys on Navy property** will be held in the same manner as those on Marine Corps property, and the same forms will be used, but in its recommendations regarding the disposition of ordnance, boats, and other articles which by their character can be readily identified as Navy property, the board will be guided, so far as possible, by Navy Regulations on the subject. Survey reports covering Naval ordnance material will be submitted in quintuplicate. As soon as a survey has been approved by the convening authority, if it includes material listed in the allowance book, a requisition to replace this material should be submitted without delay, notation being made on such requisition of the date of survey.

### 17-122

(1) **Reports.**—Accountable officers having ordnance, ordnance equipment, ammunition, and explosives in their charge, regardless of whether such material is Navy property or not, will prepare and render the reports called for in section 23, chapter 54, Navy Regulations, under the heading "Prepared by gunnery officer afloat," except those required to be prepared by that officer for rendition to the Bureau of Supplies and Accounts. These reports will be rendered on Bureau of Ordnance forms provided for the purpose, which will be obtained direct from the bureau on requisition prepared on Form N, Ord. 1. These requirements do not apply to rifles, pistols, automatic rifles, and machine guns which are not Navy property, and to equipment pertaining thereto, nor to small-arms ammunition. Consequently no entries will be made on the ordnance equipment card (Form N, Ord. 70) opposite the items, rifles for Infantry; accouterments, landing force (complete); pistols, automatic, Colt, .45 caliber; shotguns; machine guns; and mounts, machine guns; unless such articles belonging to the Navy are on hand.

(2) When any ordnance material is received, on which the reports prescribed in the preceding paragraph are required to be made, a report thereof prepared on the prescribed forms will be promptly forwarded to the Bureau of Ordnance. When any such material is transferred, the proper ordnance card covering it will be forwarded to the officer to whom the transfer is made.

## 17–123

(1) **Care and handling.**—The instructions contained in the Bureau of Ordnance Manual regarding the use, care, and handling of ordnance, ordnance equipment, ammunition, and explosives, and all other instructions issued by the Bureau of Ordnance on the subject, will be strictly observed by all officers and men in charge of or handling such material. Commanding officers of posts where such material is on hand will enforce compliance with this requirement.

(2) **Empty cartridge cases** (other than small-arms cartridge cases), ammunition boxes, and powder tanks will be handled and stored with care and will be turned in to a naval ammunition depot as soon as a sufficient quantity of them to warrant shipment accumulates. To prevent deformation, cartridge cases still hot from firing will not be roughly handled, and those of the larger sizes will not be laid on their sides. As soon as practicable they will be decapped, thoroughly washed with hot water and soap, carefully dried, and repacked in the boxes in which they were supplied.

(3) **Disposition of ammunition and explosives.**—Instructions received from the Bureau of Ordnance regarding the disposition of ammunition and explosives will be promptly complied with. When such instructions direct that any of the ammunition or explosives on hand at a post be destroyed or thrown overboard, a certified copy of the Bureau's letter or dispatch, bearing a certificate of the accountable officer concerned that the material has been disposed of as directed, will be a sufficient property account voucher to cover the expenditure. It is not necessary to hold a survey on the material so disposed of, unless there is reason to believe that its condition was due to neglect or carelessness, in which case the commanding officer will take steps to have a board of survey determine responsibility after the material has been disposed of as directed by the Bureau.

### RADIO EQUIPMENT

## 17–124

(1) **Radio equipment failure reports.**—The instructions contained in chapter 31, Manual of Engineering Instructions, relative to the prompt submission of reports of failure of component parts of major equipments, and to the disposition of defective parts, shall be carefully observed.

(2) Units at Quantico, Va., and San Diego, Calif., should make arrangements with the local signal detachment to effect the repair of radio equipment which fails due to a defective part, and shall forward the failure report via the signal detachment which shall note thereon the action taken together with any other pertinent information. (See art. 17–65.)

## STATIONERY

### 17–126

**The allowances** of stationery, books, etc., for use at the different posts and recruiting offices of the Corps, and by detachments of vessels, are published in Marine Corps Orders. Officers when relieved will transfer office stationery to their successors.

### 17–127

**Stationery for courts and boards** will be furnished by post quartermasters on requisition of the judge advocate or recorder, approved by the presiding officer. All stationery remaining unused after the adjournment of a court or board will be returned to the officer from whom obtained.

### 17–128

**Requisitions for stationery** will not exceed the quantities specified in the allowance table, and where the allowance of any article is in excess of the requirements the full allowance will not be requisitioned. When the allowance in any case proves insufficient, a detailed report, with supplementary requisition, will be transmitted to the Quartermaster.

### 17–129

**Blank forms** will be procured and handled as provided in current Marine Corps Orders.

## TYPEWRITERS AND COMPUTING MACHINES

### 17–130

The act of March 4, 1915, provides, "That hereafter worn out typewriters and computing machines for the Naval Establishment may be exchanged as a part of the purchase price of new ones," which will govern the purchase, repair, or exchange of typewriters and computing machines belonging to the Marine Corps.

### 17–131

Purchase.—Requisitions for the purchase, exchange, or repair of, all typewriters and computing machines shall be submitted to the Quartermaster for approval. Such requisitions shall not include other items and should be prepared in the same manner as other requisitions for services or supplies. It shall show on the face thereof the date of purchase, make, model, and serial number of the machine, and unless impracticable, it shall be accompanied by a written estimate from the nearest typewriter or computing-machine agency as to the cost of necessary repairs.

## 17-132

**Issue.**—Typewriting and computing machines shall not be purchased, exchanged, or issued from store until requisition therefor has been approved by the Quartermaster.

## 17-133

(1) **Exchange.**—Typewriters will not be exchanged that have been used less than 3 years and except under unusual circumstances the exchange of a typewriter that has been used less than 10 years will not be authorized.

(2) **Repairs.**—The Navy Department has taken the attitude that machines do not as a rule require repairs during the first 3 years of use, and looks with disfavor upon requisitions for repairs to tyewriters which have not been in use for this length of time.

(3) **Transfer of typewriters on abandoning posts, etc.**—Upon the abandonment of Marine Corps posts, recruit depots, or recruiting offices, or when ships are placed out of commission, except when otherwise ordered, all typewriting machines will immediately be transferred, securely packed, to the nearest depot of supplies.

## 17-134

**Shipment.**—In packing typewriters for shipment care should be exercised to see that the carriage is properly tied, ribbon spool fastened down, back spacer tied, and that the machine is securely fastened to the bottom of the box by means of four screws. In order to fasten the typewriter in this manner it will be necessary to take off the four rubber feet and pack them separately. When practicable, the typewriter should be shipped in the regular wooden shipping cases provided by the typewriter company, but whenever it is impracticable to do this the case should be constructed out of suitable material so that it will conform as nearly as possible to the size and width of the cases furnished by the typewriter company. (See also art. 17-20.)

## 17-135

**Care of typewriters.**—The following instructions shall be closely followed in the supervision and care of typewriters:

(*a*) When not in use the typewriter will be kept covered and securely fastened, and protected so that it will not be displaced and thereby broken or damaged.

(*b*) Each morning, before using, the type will be cleaned, the machine carefully dusted, and cross rods on which the carriage slides rubbed with an oily cloth.

(*c*) Once a week the machine will be thoroughly oiled in all its bearings, except the type-bar slots. Oil will not be put in the latter, and care will be exercised not to brush dirt or erasures into same, since it is essential that the type-bar slots be kept perfectly clean.

(*d*) Every week a little oil will be put on the spacing rack where it engages with the dogs. This will make the machine run with more ease.

### 17–136

(1) **Report of cost of repairs.**—When repairs are made to typewriters, computing machines, and other labor-saving office devices by post labor or at depots by employees thereof a report will be submitted to the Quartermaster on the 1st of each month, giving the name and serial number of the device repaired, nature of repairs, and cost for parts, etc., exclusive of labor in the case of each such device repaired during the month previous to the date of such report. The Depot of Supplies, Philadelphia, will include in the report cost of labor, overhead, etc. The report should not include repairs made by contractors, or others not in the employ of the Marine Corps, and should not be submitted for any month during which no repairs were made.

(2) **Repairs made by Navy.**—When repairs are made to Marine Corps typewriters, computing machines, and other labor-saving devices by the Navy, a report will be submitted to the Quartermaster on the 1st of each month, giving the name and serial number, nature of repairs and cost in the case of each such device repaired during the month previous to the date of the report. The report should show the cost of any repair parts furnished by the Marine Corps as a separate item in each case, and should not be submitted for any month during which no repairs were made.

## ACCOUNTS AND RETURNS, QUARTERMASTER'S DEPARTMENT

### 17–137

(1) **The property account.**—The property account consists of loose leaves fastened in binders provided for the purpose, the following blank forms being used for the leaves: Form NMC–750, Index of Vouchers; Form NMC–748, Marine Corps Property Account (class 1 and 2 property); (Form NMC–747 for class 2 property of signal supply organizations only); and Form NMC–749, Marine Corps Property Account (class 3 property). When a property account is first opened, the Marine Corps property account sheets for all three classes of property and the index of vouchers will be typewritten in duplicate, the items on the first invoice taken up thereon entered on both copies and the duplicate copies in the case of property-account sheets forwarded to the Quartermaster. The duplicate copy of the index of vouchers should be retained and forwarded with the certificate of balances. All entries thereafter made on property account sheets may be made with indelible pencil, pen, or typewriter. Subsequent to the

opening of the property account and when necessary to take up articles that have not previously been taken up, new property-account sheets must be prepared as described above, i. e., typewritten in duplicate and the duplicate forwarded to the Quartermaster, fastened to the voucher from which the article was taken up. Care must be taken to have the name of the post, ship, or organization to the property account of which the sheet pertains, legibly written or stamped in the space provided for the purpose at the top of the sheet on the copy forwarded to the Quartermaster in order that it may be identified. The property account of an accountable officer remains at the post or with the organization to which it pertains and a duplicate of it is kept in the office of the Quartermaster of the Corps. It is therefore necessary that all vouchers to the property account be in duplicate, one copy, which must be clearly legible, for the Quartermaster and one for the accountable officer concerned. These two copies of vouchers which bear numbers in the property account of the accountable officers are copies of invoices, surveys, abstracts of sale, public vouchers, etc., which are prepared originally as explained hereinafter.

(2) **Classification of property.**—Articles carried on the property account will be classified under the following heads:

Class 1. Clothing.

Class 2. All articles other than those belonging to classes 1 and 3.

Class 3. Furniture, typewriters, adding machines, duplicators, and similar labor-saving devices for office use; band instruments, music stands, and similar equipment for bands.

(3) **Arrangement of leaves.**—The loose leaves of the property account will be placed in the binders in the following order:

(*a*) Index of vouchers.

(*b*) Those pertaining to articles in class 1, in alphabetical order.

(*c*) Those pertaining to articles in class 2, in alphabetical order, except as provided in article 17–138 (1).

(*d*) Those pertaining to articles in class 3, in the order prescribed in article 17–138 (29).

(4) **Index of vouchers.**—The index of vouchers will be kept in duplicate. The original will be filed with the property account. The duplicate, which must be clean and distinctly legible, will be forwarded to the Quartermaster with the certificate of balances. At the top of each sheet will be entered the name of the station, ship, or organization, and the accounting period covered by the index. If a full period, insert the date of the last day thereof after the printed words "Period ending," for example, "Period ending June 30, 1931." If only a part of period is covered by the index, as in the case of change of accountable officers during the accounting period, insert the word "Part" before the printed words "Period ending" and the date of the last day of the part period after them. For example, the part period from January 1, 1931, to March 20, 1931, will be designated as "Part period end-

ing March 20, 1931," and that from March 21, 1931, to June 30, 1931, as "Part period ending June 30, 1931." Vouchers will be entered on the index of vouchers in numerical order, each entry showing the number, date, and briefly the nature of the voucher, i. e., to whom transferred, if it is a receipt for property transferred; from whom received, if it is an invoice of property received; survey report (giving date of the board's report, i. e., third date entered on face of NMC–17 or first date appearing on second page of NMC–194, as the case may be); statement of charges; open-purchase voucher; certificate of expenditures, etc., as the case may be. In the case of a receipt from, or invoice to, a depot, brigade, regimental or battalion quartermaster, the post quartermaster or the commanding officer of a post, the commanding officer of a company, or the commanding officer or the noncommissioned officer in charge of a marine detachment aboard ship or elsewhere, the official designation of the office or the post or organization, rather than the name of the officer or noncommissioned officer concerned, will be entered on the index of vouchers, abbreviated in the manner shown in the following examples:

| Designation in full | Abbreviate to— |
|---|---|
| Depot Quartermaster, U. S. Marine Corps, Philadelphia, Pa. | D. Q. M., Phila., Pa. |
| Regimental Quartermaster, Fifth Marines, U. S. Marines, Marine Barracks, Quantico, Va. | R. Q. M., 5th Marines. |
| Post Quartermaster, Marine Barracks, Norfolk Navy Yard, Portsmouth, Va. | M. B., Norfolk, Va. |
| Post Quartermaster. Marine Barracks, Navy Yard, Washington, D. C. | M. B., N. Y., Wash., D. C. |
| Commanding Officer, Marine Detachment, U. S. S. *New York* | M. D., U. S. S. *New York*. |
| Supply Officer, Norfolk Navy Yard, Portsmouth, Va. | S. O., N. Y., Norfolk, Va. |
| Supply Officer, U. S. S. *Nevada* | S. O., U. S. S. *Nevada*. |
| N. C. O. in Charge, Marine Detachment, Naval Training Station, Newport, R. I. | M. D., N. T. S., Newport, R. I. |
| Officer in Charge, Eastern Recruiting Division, U. S. Marine Corps, Philadelphia, Pa. | O. I. C., East. Rctg. Div. |

(5) **Manner of taking up articles of classes 1 and 2.**—A separate "Marine Corps property account" sheet (NMC–748) will be used for each article carried on the property account under classes 1 and 2. In the blank space after the word "article" printed at the bottom of the sheet will be entered the name of the article. If the article consists of two or more words, the distinctive noun will appear first, with the exceptions hereinafter stated, for example:

Hats, field.
Trousers, service, summer.
Belts, cartridge, rifle.
Carriers, shovel, intrenching.
Cases, oiler and thong.
Cloths, saddle, field.
Desks, field.
Harness, wagon, wheel, double.
Flashlights, electric.

## 17–138

(1) **Grouping of related articles.**—For convenience in posting vouchers, and for ready reference, the alphabetical arrangement of the class 2 property account sheets may be modified to the extent of grouping the several items that constitute a complete unit, set, or outfit; the principal item of the group to appear in its proper place in the alphabetical arrangement, followed in alphabetical order by the subordinate items, as illustrated by the following examples:

Pistols, caliber .45.
Carriers, magazine, pistol.
Holsters, pistol, caliber .45, russet.
Kits, cleaning, pistol, caliber .45.
Lanyards, pistol, caliber .45.
Magazines, pistol, caliber .45, extra.
Parts, spare, pistol, caliber .45.
Screwdrivers, pistol, caliber .45.
Tents, storage.
Flies, tent, storage.
Lines, eave, tent, storage, extra.
Lines, guy, tent, storage, extra.
Poles, tent, storage, ridge.
Poles, tent, storage, upright.
Poles, tent, storage, upright, wall.

(2) With the exception of ponchos, which belong to class 1, the articles constituting the individual equipment issued to the men on NMC–782 may be similarly grouped at posts where the number of such outfits issued or being turned in renders it desirable. When this is done a tab marked "Equipment, individual," should be attached to the first sheet of the group and the whole group inserted in its proper place under the letter "E," the sheets to be arranged in the order in which the items appear on NMC–782.

(3) The group arrangement will be found particularly useful when transferring such articles as machine guns, etc., as it will show all the different articles pertaining to a gun together and facilitate the preparation of invoices, but no change in the form prescribed in paragraphs (5) to (13) for designating property will be made for the purpose of grouping related articles. A 4.7-inch gun carriage, Mark I, for example, will be shown on the property account as "Carriage, 4.7″ gun, Mark I," which will permit of the sheet being used either in the group or the strictly alphabetical arrangement, but such designation as "Gun, 4.7″, carriage for, Mark, I," will not be permitted, as it is awkward and can be used for the group arrangement only.

(4) In all cases when the group arrangement is used a separate property account sheet, NMC–748, should be prepared for each article grouped, with notation thereon referring to the name of the item under which the article is grouped. This reference sheet should be placed in its proper alphabetical location in the property account as an aid in handling the account.

(5) **Books.**—Books of all kinds will be entered as "books," followed by the full title as it reads, and the sheets arranged in alphabetical order in their proper place in the property account under "B" in class 2; for example: United States Army Regulations, will be taken up as "Books. United States Army Regulations." When there are likely to be two or more books of similar title by different authors, the name of the author should be given in parentheses, thus: "Books. Private's Manual (Moss)."

(6) **Articles varying in type, etc.**—Rifles, pistols, machine guns, radio sets, searchlights, gun carriages, gun mounts, field glasses, telescopes, range finders, and similar articles of different calibers, types, marks, or models, and accessories pertaining to them, will be entered on separate sheets and described sufficiently to permit of ready identification. Examples:

Carriages, 3" landing gun, Mk. I.
Carriages, 4.7" gun, Mk. I.
Guns, 5", 50 cal., Mk. II.
Guns, 5", 40 cal., Mk. III.
Glasses, field, Type A.
Glasses, field, Type EE.
Rifles, cal. 30, 1903.
Rifles, cal. 30, 1917.
Scabbards, bayonet, 1903 rifle.
Scabbards, bayonet, 1917 rifle.

(7) **Draft vehicles.**—Wagons, carts, and other horse-drawn or hand vehicles of different types will be shown on separate sheets, for example:

Carts, dump.
Carts, garbage, steel.
Carts, hand, wire, with reel.
Wagons, delivery, 1-horse.
Wagons, escort.
Wagons, farm, Studebaker, 2-horse.

(8) **Motor vehicles** (see arts. 21-21 to 21-23).—Motor vehicle tires, tubes, tire rims, and accessories, such as head, tail, and parking lamps, horns, jacks, tools, tool kits, etc., are not expendable. Those actually in use on the vehicle and constituting part of its regular equipment are considered as being part of the complete vehicle itself, and will not be accounted for separately, but those kept on hand for replacement purposes must be carried on the property account separately according to kinds, size, and type, and when issued for use to replace a similar article worn out or lost, the article so replaced should be brought before a board of survey in order that the article issued from stock may be dropped from the property account. In preparing requests for survey in such cases, the article to be surveyed will be valued at the same unit price as the article issued from stock to replace it. Electric incandescent automobile lamps (bulbs) will be accounted for as "Lamps, electric, auto," according to size,

e. g., "Lamps, electric, auto, 6–8 V, S–10 B, 21 and 2 CP, DC." Such lamps are expendable by certificate.

(9) **Spare parts.**—Spare parts for rifles and pistols (except barrels and receivers), guns, motor vehicles, machines, etc., will be taken up as "parts, spare," followed by the designation of the articles to which they pertain, the individual spare parts not to be enumerated, for example:

Parts, spare, pistol, caliber .45.
Parts, spare, rifle, caliber .30, 1903.
Parts, spare, automobile, Ford, touring.
Parts, spare, truck, motor, Packard, 3-ton.

(10) **Consolidation of similar articles.**—Articles of identical use but manufactured in a variety of styles and sizes, and under many different trade names, particularly tools and hardware, will not be taken up separately according to sizes, trade names, or minor differences in make and shape, but should be consolidated under one head as "Assorted," this term to be understood to mean "miscellaneous kinds and sizes," for example:

Awls, stitching, assorted.
Bits, brace, assorted.
Bits, gimlets, assorted.
Bolts, assorted.
Hasps, hinge, assorted.
Hinges, assorted.
Nails, wire, assorted.
Rope, assorted.
Screws, wood, assorted.
Screw drivers, assorted.
Wrenches, monkey, assorted.
Wrenches, pipe, assorted.
Wrenches, machinist's, assorted.
Wrenches, socket, assorted.

Thus, when two firmer chisels are purchased, one ¼-inch and one ½-inch, they should both be taken up as "Chisels, wood, firmer, asstd.," instead of making a separate sheet for each. Similarly, when, for instance, a hatchet is purchased that has a special trade name and is of a different shape from the hatchets usually issued to the service, but is intended for the same general purpose, it should be taken up under the head of "Hatchets"; claw hammers of all makes and sizes should be taken up as "Hammers, claw," etc., the object being to avoid loading the property account with unnecessary headings.

(11) **Lumber.**—Lumber will be taken up as "Lumber, asstd.," irrespective of kind, size, and quality; the unit quantity used in accounting for lumber to be a board foot, i. e., so many "feet, B. M.," of lumber, assorted, instead of pieces, boards, or lineal feet.

(12) **Plumber's and steamfitter's supplies.**—Pipe will be taken up according to kind, regardless of size, i. e., "Pipe, black iron, asstd.," "Pipe, G. I., asstd.," "Pipe, soil, asstd.," "Pipe, brass, asstd.," etc.,

the unit of quantity to be a foot. Pipe fittings will be taken up according to the kind of pipe they pertain to, as: "Fittings, pipe, brass, asstd.," "Fittings, pipe, G. I., asstd.," etc. Faucets, bibs, and cocks of all kinds will be taken up as "Faucets, asstd.," valves of all kinds as "Valves, asstd.," and washers of all kinds as "Washers, asstd." All other parts and fittings used for installation or repair of plumbing will be taken up as "Fittings, plumbing, asstd." Articles such as bathtubs, waterclosets, sinks, tanks, etc., will be taken up and accounted for as separate articles, and when installed should be expended by certificate as having become permanent fixtures.

(13) **Electrical supplies.**—Electrical supplies, such as cleats, rosettes, cut-outs, fuses, junction boxes, push buttons, etc., used for installation and repair of electric light, bell, and power circuits will be taken up as "Fittings, electric, asstd." Lamp cord, switches, conduit, and insulators will be taken up as separate articles, but without references to sizes; i. e., "Cord, lamp, asstd.," "Switches, snap, asstd.," "Switches, knife, asstd.," "Conduit, electric, asstd.," "Insulators, glass, asstd.," "Insulators, porcelain, asstd.," etc. Electric-light fixtures, irons, switchboards, and other electrical appliances will be taken up as separate articles, but without reference to sizes and styles; i. e., "Fixtures, electric light, asstd.," "Bells, electric, asstd.," "Irons, electric, asstd.," etc. Wire of different kinds will be taken up separately according to kind, size, and full description, i. e., "Wire, #12 B. & S., solid copper, bare, lbs.," "Wire, #14 B. & S., solid copper, weatherproof, insulated, single conductor, lbs.," "Wire, magnet, B. & S. #28, lbs.," "Wire, buzzer, 3-strand, CCMP, insulated, single-conductor type, ½ M spool," etc. Cables of different kinds and sizes will be taken up under separate headings. Electric motors will be taken up separately according to kind, voltage, and horsepower or output; i. e., "Motor, electric, A. C., 110 volts, 6 horsepower," "Generator, electric, D. C., 25 kilowatts, 110 volts," etc. Electric incandescent lamps (bulbs) will be taken up according to size; e. g., "Lamps, electric, 60 watts, 115 volts."

(14) **Paints, shellac, and varnishes.**—Paints of all kinds will be taken up as "Paints, asstd.," those supplied by the pound to be shown on one sheet and those measured by the gallon on another. Varnishes of all kinds will be taken up as "Varnish, asstd. Linseed oil, shellac, turpentine, white lead, and red lead will not be classed as paint, but will be accounted for as separate articles.

(15) **Class.**—The class to which the article shown on a sheet belongs will be entered in the space provided for the purpose at the bottom of the sheet; i. e., 1, 2, or 3, as the case may be.

(16) **Unit quantity.**—In the space after the words "Unit quantity" printed at the bottom of the sheet (NMC 748) in the case of articles belonging to classes 1 and 2, will be entered the unit quantity of the article shown on the sheet; i. e., pound, dozen, etc., as the case may be, using the abbreviations in common use such as "lb., doz., oz.," etc.

Where the article itself is the usual unit, as, for instance, in the case of horses, rifles, wagons, etc., the figure 1 will be entered in the space "Unit quantity."

(17) **Standard units of quantity.**—In order to obtain uniformity in property accounting the standard units of quantity designated for the articles listed herein will be used. Articles received by purchase or otherwise which are affected by this paragraph, will be taken up at the standard units of quantity herein specified, necessary conversion being made and noted on the face of the voucher covering receipt.

(*a*) Standard units of quantity are as follows:

| *Article* | *Standard unit of quantity* |
|---|---|
| Acid, muriatic | Pound. |
| Acid, oxalic | Pound. |
| Acid, sulphuric | Pound. |
| Alcohol, denatured | Gallon. |
| Alcohol, grain | Gallon. |
| Alum | Pound. |
| Ammonia, anhydrous | Pound. |
| Barley | Pound. |
| Bolts (all) | Each. |
| Brads | Ounce. |
| Bran | Pound. |
| Bunting | Yard. |
| Calcium chloride | Pound. |
| Calcimine | Pound. |
| Cement, Portland, and similar kinds | Pound. |
| Cement, asbestos | Pound. |
| Cement, bake oven | Pound. |
| Cement, iron | Pound. |
| Cement, vulcanizing | Quart. |
| Charges, fire extinguisher (size of charge; such as pint, quart, gallon, etc.) | Each. |
| Cheesecloth | Yard. |
| Chlorine, liquid | Pound. |
| Cleaner, metal, liquid or paste | Ounce. |
| Cleaner, russet leather, liquid or paste | Ounce. |
| Cleaner, aluminum | Ounce. |
| Cloth, enameled | Square foot. |
| Coal | Pound. |
| Compound, cleaning, closet (including Sani-flush) | Pound. |
| Compound, rust preventing | Pound. |
| Compound, valve grinding | Pound. |
| Corn | Pound. |
| Creoline | Pint. |
| Creosote | Gallon. |
| Dressing, auto top | Pint. |
| Dynamite | Pound. |
| Electrolyte, storage battery (Edison) | Pound. |
| Enamel (all) | Quart. |
| Excelsior | Pound. |
| Fasteners, snap | Each. |
| Feed, horse, mixed | Pound. |
| Fluid, charging fire extinguisher (should be carried as liquid, charging, fire extinguisher, gallon, as shown in price list). | |
| Flux, soldering | Ounce. |
| Foamite, charging, fire extinguisher (should be carried as liquid, charging, fire extinguisher, gallon, as shown in price list). | |
| Gas, acetylene | Cubic foot. |
| Gas, oxygen | Cubic foot. |
| Gasoline | Gallon. |
| Glass, plate and light | Square foot. |
| Glue, liquid | Pint. |
| Glue, dry | Pound. |
| Glycerine | Quart. |
| Graphite, flaked | Pound. |
| Hay | Pound. |
| Hooks, coat and hat | Each. |
| Hooks and eyes, gate | Each. |
| Hose (all) | Foot. |
| Ink, duplicating | Pound. |
| Insecticide, liquid | Gallon. |
| Insecticide, powder | Pound. |
| Lacing, belt, rawhide | Foot. |
| Lead, pig | Pound. |
| Leather, backs | Square foot. |
| Leather (other than backs) | Pound. |
| Lime, hydrated | Pound. |
| Lime, slaked | Pound. |

| *Article* | *Standard unit of quantity* |
|---|---|
| Lime, unslaked | Pound. |
| Liquid, bronzing | Quart. |
| Netting, wire, poultry | Square foot. |
| Oakum | Pound. |
| Oats | Pound. |
| Oil, crude and fuel | Gallon. |
| Oil, floor | Gallon |
| Oil, kerosene | Gallon. |
| Oil, motor vehicle (all) | Gallon. |
| Oil, all other (except oil shown in price list) | Quart. |
| Paint, dry or solidified | Pound. |
| Paper, blue print | Roll. |
| Paper, drawing (roll or sheet as appropriate). | |
| Paper, wrapping (does not include wrapping paper furnished as stationery) | Pound. |
| Paste, soldering | Ounce. |
| Petrolatum and vaseline | Pound. |
| Pins, cotter | Dozen. |
| Pipe, except for field range and stove | Foot. |
| Polish, auto, liquid | Quart. |
| Polish, auto, paste | Pound. |
| Polish, furniture, liquid | Quart. |
| Polish, furniture, paste | Pound. |
| Polish, leather, liquid | Pint. |
| Polish, leather, paste | Ounce. |
| Powder, black | Pound. |
| Powder, bronze, aluminum | Pound. |
| Powder, scouring | Pound. |
| Preservative, leather | Quart. |
| Putty | Pound. |
| Remover, paint and varnish (liquid) | Gallon. |
| Resin | Pound. |
| Rivets | Pound. |
| Roofing, composition | Square foot. |
| Roofing, corrugated G. I. | Square foot. |
| Salt, rock | Pound. |
| Sani-flush (should be carried as compound, cleaning, closet). | |
| Sapolio, hand (should be carried as soap, hand, grit). | |
| Screw hooks | Dozen. |
| Screws, other than wood | Dozen. |
| Shot, buck | Pound. |
| Soap chips | Pound. |
| Soda, ash | Pound. |
| Soda, bicarbonate | Pound. |
| Sodium bicarbonate | Pound. |
| Solder, aluminum | Ounce. |
| Stain, wood (all) | Quart. |
| Staples, insulated | Ounce. |
| Staples, small, assorted | Ounce. |
| Stazon (should be carried as grease, gun, as shown in price list). | |
| Strapping, iron (for packing) | Pound. |
| Straw | Pound. |
| Tape, identification | Yard. |
| Turpentine | Gallon. |
| Twine, wrapping | Pound. |
| Umber, burnt | Pound. |
| Wire, annunciator | Pound. |
| Wire, other, insulated | Foot. |
| Wire, bare | Pound. |
| Wool, steel | Pound. |
| Zinc | Pound. |

(*b*) It will be noted that in the above list is shown the correct method of accounting for several articles now generally accounted for under trade names. All trade names should be eliminated from the property account where practicable.

(*c*) It is impracticable to list all articles on the various property accounts or to anticipate and include all articles that may be acquired by the Marine Corps in the future. As a result accountable officers will, at times, be required to take up articles on their property accounts for which no standard unit has been assigned. For articles listed in the annual price list the units of quantity shown in the current issue will be used, and for articles listed above the standard units assigned in each case will be used. For all other articles the Quartermaster will assign a standard unit upon application of accountable officers. One of the objects of assigning standard units is to eliminate as far as possible the use of such indefinite units of measurement as can, cake, box, etc., and the substitution therefor of definite and known units such as pound, quart, square foot, etc.

(18) **Entries in column "Vo. No."**—In this column will be entered the serial number of the voucher supporting the entries made in either the debit or credit column.

(19) **Debit column.**—In this column will be entered property received from any source, by transfer, purchase, or in any other manner, and taken up on the property account. The vouchers supporting the entries in this column are invoices, copies of purchase vouchers, NMC–782, covering individual equipment turned in by men discharged, etc., and certificates of property taken up.

(20) **Credit column.**—In this column will be entered all property dropped from the property account, either by transfer, issue, sale, expenditure, survey, checkage, or in any other authorized manner. The vouchers supporting the entries in this column will be receipts from accountable officers or noncommissioned officers for property transferred to them, receipts for individual equipment issued to enlisted men (NMC–782), abstracts of issues of clothing, sales of Government property for cash, accounts of sales of condemned property, certificates of expenditures of expendable property, approved reports of survey, statements of charges for avoidable loss of property, and any other papers constituting authority for dropping property from the property account.

(21) **Balance column.**—In this column will be entered the balance on hand, arrived at as follows: When, for example, a supply of 100 pillows is first received, enter in the debit column 100. As there were no pillows on hand previously and 100 have been received the balance on hand (which must be entered in the balance column on the same line as the entry made in the debit column) is 100. Then, if 10 pillows are transferred, enter 10 in the credit column, subtract that quantity from the previous balance, and enter the resulting remainder 90 in the balance column (on the same line as the entry made in the credit column) as the new balance. If 5 pillows are then received, enter 5 in the debit column, add 5 to the previous balance, and enter the resulting total of 95 in the balance column as the new balance. Thus, to arrive at the new balance, an entry in the debit column is always added to the previous balance while an entry in the credit column is always subtracted from the last balance. When no balance remains the figure 0 should be entered in the balance column.

(22) **Unit price column.**—In this column will be entered the unit price of every article the price of which does not appear in the annual order publishing the prices and allowances of Marine Corps clothing, arms, etc., generally referred to as the Marine Corps price list. In the case of articles that are priced in the Marine Corps price list no entry in the unit price column need be made. This rule also applies to property transferred to accountable officers of the Marine Corps, but when property is transferred to the Army or Navy, or

to other Government departments, the unit price of each item and the total value of all the articles transferred must appear on the invoice.

(23) When a supply of nails, lumber, paint, and similar expendable articles carried on the property account under one heading is received and appears on the same invoice or voucher, and the prices of the items composing the lot vary, the average cost of the lot will be entered in the unit price column and the word "average" written in the column of remarks. When expending such articles the average unit price of the first lot received will be used, then the next lot, and so on; but when articles of that kind are sold or transferred the last invoice or purchase price of the different sizes and types thereof will be charged. This practice will also apply to such unexpendable articles as awls, bits, drills, files, chisels, etc., that come in many shapes and sizes, varying comparatively little in price, but in the case of wrenches and other unexpendable articles that vary considerably in cost, due to differences in size, make, etc., the exact price will be entered in the unit price column and the size of the article noted in the column of remarks. If several such articles are received and appear on the same voucher, those of each size will be entered on a separate line on the property account sheet. Thus, for example, if a 6-inch and a 21-inch pipe wrench are received and appear on the same voucher, costing 40 cents and $1.50, respectively, enter the 6-inch wrench on one line and the 21-inch wrench on the next line, as if each appeared on a separate voucher. This will render it easy to ascertain the correct price of such articles and prevent overcharges on statements of charges for avoidable loss of articles of that kind. (See arts. 17–67 and 17–78 for definition of expendable and unexpendable property.) Spare parts for motor vehicles will be taken up and expended at exact cost. To this end a card record of all such parts received and expended, showing cost of each, will be kept. When it is necessary to purchase axes or other articles that appear in the Marine Corps price list, they will be taken up at the price given in that price list, regardless of actual cost, and no entry need be made in the unit price column.

(24) **Filled and dead sheets.**—The first sheet for each article will be sheet number 1 and so marked in the space provided for the purpose at the bottom thereof. When a sheet is filled the balance carried forward will be entered at the bottom of the balance column, a fresh sheet will be inserted, and the balance carried forward, as many sheets being thus used as may be necessary, the sheets for each article being numbered consecutively. Filled sheets will be transferred to a "Dead file" and kept as part of the permanent records of the post, ship, or organization to which the property account pertains. For the dead file, the same kind of binders will be used as those provided for the property account. When the entire quantity of an article appearing on a sheet is expended leaving no balance on hand, and it is not

probable that another supply of such article will be received, the sheet will be transferred to the dead file. When a fresh sheet is inserted in the property account the balance carried forward from the filled sheet will be entered on the first line in the balance column and no other entries will be made on that line in any of the other columns except those headed "Unit price" and "Remarks."

(25) **Closing the property account.**—At the end of the accounting period, or when the property account is closed, the date will be stamped or written on the line succeeding the last entry on each sheet in classes 1 and 2. When a change of accountable officers occurs, the date, and also the rank and name of the new accountable officer, will be stamped or written on each sheet as above.

(26) **Class 3, furniture, etc.**—Articles belonging to class 3 will be entered on Form NMC–749, a separate sheet being used for the articles in each office or room, except where there are only a few items, in which case the furniture in two or more rooms may appear on one sheet, a few blank lines being left between the last entry for one room and the first entry for the next room to allow for probable subsequent additions. In the column "Vo. No." will be entered the number of the voucher and period from which the article is taken up. The name of the article will be entered in the space headed "Articles and date of purchase" and its unit cost in the column "Unit price." The date of purchase of the article will be entered on the next line. A blank line should be left after each entry when the quantity is one, and in cases when the quantity of the item is more than one, sufficient lines should be left for recording subsequent transfers. In the space "Location," at the bottom of the sheet, will be entered the designation of the office or quarters in which the articles shown on the sheet are located, and in the space "Room" the designation of the room to which they belong will be entered in the case of furniture belonging to quarters. In the case of typewriters, adding machines, duplicating machines, mimeographs, etc., the name of the machine, the serial and model number, and purchase date must be shown, for example: "1 Underwood typewriter No. 39462–4. Pur. 4–6–18." In the case of band instruments the type, number, and purchase date of each instrument will be shown, for example: "E♭ solo cornet No. 560. Pur. 3–14–20." When articles belonging to class 3 are transferred or surveyed, the full description, date of purchase, and cost, as it appears on the property account, must be shown on the invoice or report of survey, as the case may be.

(27) **Transfer and change of location of furniture.**—Articles transferred from one room to another, turned in store, transferred to another accountable officer, or dropped from the property account by sale or otherwise will be stricken out, and the number and period of the voucher supporting such change, also name of the place transferred to, or disposition, entered briefly on the blank line under which the date of purchase of the article is entered. Changes in the

location of furniture and other articles belonging to class 3, i. e., articles transferred from one room to another, or turned in or issued from store, will be reported to the Quartermaster at the end of the month during which such changes occur. This report will be prepared in duplicate and numbered, briefed, and handled as prescribed for other vouchers.

(28) **Assignment of furniture to be noted on voucher.**—When furniture or other articles belonging to class 3 are received or transferred, a notation showing the office or room to or from which each article has been assigned or withdrawn will be made on the invoice or other voucher from which the articles are taken up or dropped. This notation will be made in red ink when practicable.

(29) **Arrangement of sheets, class 3.**—The sheets under class 3 will be placed in the binder in the following order: First, that pertaining to furniture in the commanding officer's office, followed by offices of the post adjutant, post quartermaster, paymaster, officer of the day, and other offices pertaining to the post in general; then the offices of the regimental commanders, adjutants, and quartermasters, battalion commanders, adjutants and quartermasters, and company commanders; then furniture pertaining to quarters in alphabetical sequence, commencing with quarters A; then band instruments, etc., in use by the band; and, finally, articles in store.

## 17–139

**Vouchers to be numbered.**—All vouchers to the property account will be numbered consecutively, commencing with No. 1 at the beginning of the fiscal year (July 1) and continuing in one series of numbers until the end of the year, irrespective of changes of accountable officers. The number will be entered on the face of the voucher at the bottom and also at the top of the briefing. Fractions and letters in conjunction with voucher numbers (i. e. 27–A, 27–B, 36½, etc.) will not be used except where it is absolutely necessary to place a voucher in a series of vouchers previously numbered and then the letter and not the fraction will be used. This does not prevent the use of letters to designate subvouchers, except subvouchers to abstracts.

## 17–140

**Accounting periods.**—The accounting periods will be designated according to the fiscal year to which they pertain. Thus the period July 1, 1930, to December 31, 1930, will be designated as "First period, 1931," and the period January 1, 1931, to June 30, 1931, as "Second period, 1931."

## 17–141

**Briefing of vouchers.**—Every voucher will be briefed on the reverse side, either on the first or second fold, according to the form used, to show the serial number of the voucher, the period to which it pertains, briefly the nature of the voucher, and the name of the post, ship, or organization to the property account of which it is a voucher.

## 17-142

**Handling of vouchers.**—Vouchers will be entered on the property account immediately, thus keeping the property account posted up to date at all times, and the original or signed copy forwarded to the Quartermaster as soon as entered, the other copy to be retained as part of the permanent records of the post, ship, or organization.

## 17-143

**Invoices and receipts.**—When property is transferred to an accountable officer or noncommissioned officer of the Marine Corps, the invoice will be prepared in sextuplicate. The original will be signed by the invoicing officer, the duplicate may have the signature stamped or typewritten, and the triplicate and quadruplicate will be unsigned; all four to be forwarded to the officer to whom the property is invoiced. The quintuplicate will have the signature of the invoicing officer stamped or typewritten, will be entered on the property account, numbered and briefed as a voucher, and forwarded immediately to the Quartermaster to be held as a tentative or memorandum voucher until the regular signed receipt is received. The sextuplicate will be similarly briefed and numbered and retained at the post. When the receipts (which are the triplicate and quadruplicate of the original invoice) are received they will be briefed and given the same number as that given to the memorandum voucher, the signed copy will be forwarded to the Quartermaster, the other copy filed at the post with retained vouchers, and the sextuplicate destroyed, a notation of the date on which the signed receipt was forwarded to the Quartermaster to be made on the retained copy. When property is transferred to the Navy or other department of the Government eight copies of the invoice will be made and will be handled as prescribed in article 17-95. (See also arts. 17-101, 17-118, and 17-122.)

## 17-144

(1) Inasmuch as the invoicing officer is required to drop articles invoiced from his property account and forward a copy of the invoice to the Quartermaster as a tentative voucher as soon as the transfer takes place, it is important that an invoice be not changed in any respect by the receiving officer and that the property be receipted for as invoiced. In case of shortage, the procedure outlined in article 17-38 will be followed. If the shortage is plainly due to an error in preparation of the invoice, to changes in destination or composition of detach-

ments of men transferred, or to other circumstances rendering a survey unnecessary, the property should be receipted for as invoiced and the differences invoiced back to the invoicing officer, noting on the receipts that this has been done. If the property received is in excess of that invoiced, the accountable officer concerned will be promptly notified. When an invoice is received covering property in the hands of officers or enlisted men transferred, who have either not joined the post of the receiving officer or have been transferred to some other station, the receiving officer should receipt for the property as invoiced and reinvoice it to the proper accountable officer or back to the invoicing officer, according to the circumstances. In case station of the man concerned is not known, Headquarters should be requested to furnish name of same.

(2) Invoices of property received will be marked on the briefing with the date of receipt of the property, immediately following the printed words "receipt for supplies transferred," and this will be considered the date of the voucher and so entered on the index of vouchers.

## 17-145

**Taking up excess property.**—All property on hand in excess of the quantities on charge must be taken up and accounted for on the property account. It will be taken up by certificates showing where the articles were found or how they were obtained. This certificate will be prepared in duplicate, and numbered, briefed, and handled as prescribed for other vouchers.

## 17-146

(1) **Surveys.**—Reports of surveys on property will be prepared as prescribed in article 17-70. When the approved copies of a report of survey are received, the date of approval by the officer taking final action thereon should be noted on the briefing, immediately under the date of the report.

(2) The report of survey will be used as a voucher to the property account only for property recommended to be dropped, thrown on the dump or overboard, or destroyed by burning or otherwise. When used as a voucher the approved report will be given a voucher number and handled as prescribed in article 17-142.

## 17-147

**Property recommended to be sold** will not be dropped from the property account until after it has been sold, and the account of sales of condemned property will be used as the voucher. If the report of survey embraces only articles that are to be sold, it will be attached to the copy of the account of sales used as a voucher to the property account.

## 17-148

**Property recommended to be turned in** to a depot quartermaster or transferred elsewhere, will not be dropped from the property account until after it has been transferred. Such property will be invoiced in the same manner as other property transferred and the receipt therefor used as voucher to the property account. When survey property is transferred, the date of the survey and the date of the approval of the report of the board will be noted on the face of all copies of the invoice and receipt. An extract from the report of the board, showing its recommendations regarding the property transferred, will be entered on or attached to all copies of the invoice and receipt.

## 17-149

(1) **Property purchased.**—Articles purchased will be taken up as soon as vouchered for payment, a memorandum copy of the purchase voucher being used as a voucher to the property account.

(2) When the cost of supplies purchased includes the value of the containers (such as barrels, drums, etc.) in which such supplies are delivered, and the terms of the purchase provide that the contractor will make a refund for the containers if returned to him, the purchase voucher must show the number and kind of containers involved in the purchase, and they will be taken up on the property account of the accountable officer receiving the supplies. Care must be taken to return the containers within the time specified in the contract. When returned to the contractor, the containers will be dropped by certificate, and the refund received will be disposed of as provided in article 17-89 for funds derived from sales. The number of copies of the certificate required, and the handling thereof, will be the same as prescribed in article 17-90 for vouchers covering sales.

(3) When typewriters, computing, and adding machines, etc., are turned over to commercial concerns for allowances on new machines at the time such new machines are delivered, the transaction will be completed, insofar as accountability is concerned, on the public voucher for purchases covering, a copy of which should be immediately forwarded to the Quartermaster as a voucher to the property account taking up the new machine and dropping the old machine. When such public vouchers are not immediately available to the accountable officer, a certificate taking up the new machine and dropping the old machine should be forwarded as a voucher pending receipt by the accountable officer of the public voucher, which should be assigned the same voucher number as the certificate and a copy forwarded to the Quartermaster. Such vouchers, whether public vouchers for purchases or certificates, should contain information relative to location, serial numbers, model, purchase dates and prices of the machines involved, together with a description of the new

machines in sufficient detail as will enable the Quartermaster to make a complete record of the machines purchased.

(4) The following notation should be typewritten or rubber stamped on public vouchers for purchases taking up property purchased before placing such vouchers in course of payment:

Taken up M. C. prop/ac.
(Name of post or organization)
Voucher No. ----------.
-------------- Period --------------.

The voucher number and period may be filled in with pencil or ink.

## 17-150

**Articles taken up as "assorted."**—When two or more items appearing on a voucher covering property received or purchased, such as spare parts, pipe fitting, etc., are consolidated and taken up on the property account under one heading as, for instance, "fittings, pipe, g. i., asstd.," in accordance with the provisions of article 17-138 (10) to (14), a notation will be made on the voucher showing under what heading each of such items has been taken up in order that the items may be taken up under the same heading on the duplicate copy of the property account in the office of the Quartermaster.

## 17-151

**Abstracts of issues, expenditures, and sales.**—Abstracts of clothing issued (accompanied by issue slips), certificates of expenditures of expendable property, and abstracts of sales of Government property for cash will be forwarded monthly. They may be forwarded at more frequent intervals if conditions render it desirable.

## 17-152

**Vouchering excess clothing issues.**—Form NMC-1 (request for checkage for overdrawn clothing) will not be used as a voucher to the property account but will be forwarded to the Quartermaster as soon as the checkages have been made on the pay roll. Clothing issued in excess of allowance, or to replace articles avoidably lost, will be included on the "Abstract of clothing issued," supported by proper issue slips, in the same manner as regular issues, the abstract being the voucher on which the clothing issued will be dropped from the property account.

## 17-153

(1) **Certificate of expenditures.**—Articles expendable by certificate will be dropped from the property account on a certificate prepared on Form NMC-548, which will be the voucher supporting such ex-

penditures. In the space "Average strength" on the certificate of expenditures will be entered the average daily ration strength of the command during the period covered by the certificate, i. e., the total number of rations to which the command is entitled for the period divided by the number of days in the period. (See art. 17–78.)

(2) All items of crockery expended will be entered on the certificate of expenditures in a group headed "Crockery," ahead of other articles. The cost of each item will be entered in the cost column, the entries in that column added together, and the total value of all the crockery expended shown. Following this will be shown the total allowance for breakage for the period covered by the certificate. In computing the allowance every month should be regarded as consisting of 30 days. Thus the allowance for one month is one-third of the quarterly allowance and for one day one-thirtieth of the monthly allowance. The total value of crockery expended must not exceed the allowance. (See art. 17–67.)

## 17–154

**Certificate of balances.**—At the end of each accounting period, i. e., on December 31 and June 30, and when a change of accountable officers occurs, or the property account is finally closed for any reason—a certificate of balances showing the quantity of each article of classes 1 and 2 on hand will be prepared in duplicate, the original forwarded to the Quartermaster and the duplicate filed with the retained copies of the vouchers for the period. One additional copy of the sheet or sheets covering the "Signal group" shall be forwarded to the Quartermaster with each certificate of balances. On field and expeditionary service, commanding officers of units smaller than a regiment, who are accountable officers, will prepare two extra copies of their certificate of balances and forward one to the regimental quartermaster and one to the brigade quartermaster when their command is attached to a regiment and brigade. Regimental quartermasters will prepare one extra copy of their certificate of balances and forward it to the brigade quartermaster, when there is one. The certificate of balances will be prepared on white paper of letter size in the following form, viz:

I certify that the following articles of Government property carried on my Marine Corps property account are on hand this date, viz:

30 belts, trousers, woven.
15 blankets, wool.
12 boots, rubber, pairs.
24 caps, dress.
Etc.

The articles will be entered on the certificate of balances in the order in which they appear on the property account. The duplicate copy of the index of vouchers covering the period will be attached to the certificate of balances forwarded to the Quartermaster.

Certificates of balances covering property in class 3 (furniture, etc.) will be prepared and forwarded to the Quartermaster annually, on June 30, also when a change of accountable officers occurs, and when the property account is finally closed. It will show the location, quantity, date of purchase, and unit cost of the articles, just as they appear on the property account. This certificate is to be rendered within 20 days from the end of the accounting period or date of transfer from one accountable officer to another, except by depot quartermasters, who are allowed 30 days. (See art. 17–101 (2), (4).)

### 17–155

**Audit and correction.**—Upon completion of the audit of the certificate of balances forwarded to the Quartermaster, the accountable officer concerned is notified of any differences found. The differences thus pointed out are not to be regarded by the accountable officer as errors in his property account. They merely indicate that errors exist in either his copy of the property account or in that on file in the Quartermaster's office, or that some of the vouchers forwarded to that office may have been incomplete or inaccurate when received there. Upon receipt of such notice of differences, the computations on the property account sheets for the items involved should be verified, the entries for the period carefully checked with the vouchers from which they were taken, errors corrected on the property account and on the retained copy of the certificate of balances, and the Quartermaster notified of the corrections made. Should the result of such check and verification not agree with the differences reported, a copy of the property account sheets involved, showing the balance on hand at the beginning of the period concerned and all entries during the period, will be forwarded to the Quartermaster for comparison with the records on file in his office.

### 17–156

**Value of property on hand to be reported annually.**—On the certificate of balances of property on hand June 30 will be shown the value of each item appearing thereon, except fuel and forage, computed at the unit price published in the current Marine Corps price list of clothing, etc., in the case of all articles appearing therein, and at the cost or invoice price in the case of all other articles; the total value of each of the three classes of property to be shown separately.

### 17–157

**Report of value of property received and property expended.**—At the end of each fiscal year, i. e., June 30, and also when a change of accountable officers occurs, or when the property account is finally closed for any reason, there will be prepared on Form NMC–20, and forwarded to the Quartermaster, a report showing the value of all property (except fuel and forage) received and taken up on the property account, except property received from accountable officers of the Marine Corps on invoice and the value of individual equipment issued to or received from enlisted men on NMC–782; and also the value of all property (except fuel and forage) dropped from the property account in any manner except by transfer to accountable officers of the Marine Corps. The value shown on this report must be computed at the unit prices shown in the current Marine Corps price list of clothing, etc., in the case of all articles appearing therein, and at the cost or invoice price in the case of all other articles. The report will be forwarded within 20 days from the end of the period for which rendered. Particular care must be taken not to include in this report the value of any property either received from or transferred to accountable officers or noncommissioned officers of the Marine Corps, or dropped or taken up on NMC–782, as such transfers do not affect the amount of property on hand in the Marine Corps as a whole. Receipts and expenditures of gasoline, motor oil, and kerosene will be included. These items are not to be considered in the excepted item of fuel referred to in the instructions at the foot of Form NMC–20. Coal, wood, kerosene, and fuel oil or any product used for heating or cooking purposes by the Marine Corps activities are the only fuel items to be omitted. (Sales of fuel should be included.) [C. M. C. M. 1.]

## 17–158

**Annual return to Bureau of Supplies and Accounts.**—As soon as possible after the end of each fiscal year the Quartermaster will prepare and forward to the Bureau of Supplies and Accounts, Navy Department, a consolidated return showing the money values only of all property belonging to the Marine Corps on hand, received, and expended during the fiscal year, as well as the money value of the balances remaining on hand. [C. M. C. M. 1.]

## 17–159

(1) **Report of clothing by size on hand and issued.**—Semiannually on March 31 and September 30 accountable officers will furnish the Quartermaster a report showing the quantities of the various items of Class I property on hand according to size. This report will include articles issued on memorandum receipt and in use, such as rubber coats, boots, dungarees, etc., as well as all articles of Class I in store. Where size markings are not discernible the size will be determined as closely as possible by inspection. [C. M. C. M. 3.]

(2) Semiannually on March 31 and September 30 and when the property account is finally closed for any reason, accountable officers will furnish the Quartermaster a report of the quantity by size of the Class I property issued during the 6 months, or part thereof, next preceding the date of the report. This report will be prepared from data compiled in accordance with the provisions of article 15–3 (1) and will include only such articles as are regularly issued to enlisted men and dropped from the property account. It will not include articles invoiced, sold, surveyed, or issued on memorandum receipt. The record of the quantities of each size of the various articles of clothing issued, required by article 15–3 (1), shall be in such form as will provide accurate data from which this report may be prepared. [C. M. C. M. 3.]

(3) The two reports called for in the preceding paragraphs will be prepared on NMC–192. The original will be forwarded to the Quartermaster, the duplicate to the depot quartermaster, Philadelphia, and a triplicate copy to the depot quartermaster on whom requisitions for clothing are made if other than the depot quartermaster, Philadelphia.

(4) The total quantity of each item will be shown in the column headed "Quantity" and the quantity of each size of each item will be shown in the "Size" columns. Service stripes will be reported according to enlistment periods represented, i. e., first enlistment period in column 1, second enlistment period in column 2, and so on.

## 17–160

**Papers to be stamped with date of receipt.**—All vouchers, correspondence, etc., received by an accountable officer or noncommissioned officer will be stamped to show the date such papers are received in his office or, when no stamp is available, have the date of receipt written on them.

## 17–161

**Correctness of entries to be verified.**—All entries on the property account should be carefully checked with the vouchers from which posted and the computation of the balances verified before filing a voucher. Before preparing the certificate of balances, or carrying a balance from a filled sheet to a new one, the correctness of the balances should be verified. To prove the correctness of the last balance on a sheet, subtract the total of the entries in the "Credit" column from the total of the entries in the "Debit" column plus the balance brought forward from a previous filled sheet, if any. The difference will be the correct balance, provided the entries in the two columns referred to have been correctly transcribed from the vouchers.

## 17-162

**Precautions to be observed.**—Before signing a certificate of balances or any voucher pertaining to the property account, the accountable officer should assure himself that it is correct and in proper form. Particular care must be taken to have every voucher properly numbered and briefed before it is forwarded to the Quartermaster, in order that it may be identified. Attention to these details will prevent unnecessary correspondence and delays, as well as possible pecuniary loss to the accountable officer due to errors in the property account that may cause shortages in the property on charge to pass unnoticed.

## 17-164

**Articles invoiced under wrong names.**—When an article is incorrectly named on an invoice the receiving officer should receipt for it as invoiced, take it up on his property account under its proper designation, and enter on the face of each copy of the invoice and receipt a signed note stating what the article really is and that it has been taken up by him accordingly.

## 17-165

**Articles carried under wrong headings.**—In all cases where any articles are carried on the property account in a manner contrary to the provisions of these instructions, as to classification and designation, the necessary correction will be made and supported by a certificate, stating that such articles have been dropped and taken up under their proper designation or general heading, which should be clearly stated in each case. This certificate will be given a voucher number and handled as prescribed for other vouchers. It is both a credit and debit voucher, its number being entered on the sheets from which the articles are dropped and also on those on which they are taken up. Such certificates will be entered on the index of vouchers as "Correction," followed by the date.

## 17-166

**Arrangement of items on vouchers.**—In preparing statements of charges, requests for survey, sales vouchers, abstract of issues and certificates of expenditures, the items thereon should be arranged in the order in which they are carried on the property account. This rule should also be followed in the preparation of invoices, so far as practicable. It sometimes happens, especially on long invoices from depots of supply, that articles of the same kind appear on the invoice in several places instead of being consolidated as one item. In such cases, to save time and reduce the chances of errors being made, the items should be entered in the property account separately when the invoice is being posted, for example: When an item of 12 hatchets is reached enter that, and then if further on another item of 12 hatchets is found enter that on the next line instead of consolidating the two items and making one entry of 24 hatchets.

### 17–167

**Individual equipment.**—Articles of equipment that may be dropped from the property account when issued in accordance with the provisions of articles 17–32 and 17–104 to 17–111 are printed on Form NMC–782, used as a voucher to support such issues. No other articles will be added to this form without authority from the Quartermaster. [C. M. C. M. 3.]

### 17–168

**Letter of transmittal.**—Returns, requisitions, vouchers, and reports on prescribed printed forms, which are complete in themselves and properly authenticated, and do not require special explanation, will not be accompanied by a letter of transmittal.

### 17–169 to 18–0

## Chapter 18

## SUPPLIES AND SERVICES

### GENERAL

### 18–1

**Authority for purchases.**—No contract or purchase shall be made unless it is authorized by law, or is under an appropriation adequate to its fulfillment, except for clothing, subsistence, forage, fuel, quarters, or transportation, which, however, shall not exceed the necessities of the current year. No officer of the Marine Corps shall accept voluntary service for the Government or employ personal service in excess of that authorized by law, except in case of emergency involving loss of life or destruction of property.

### 18–2

**Persons from whom purchases not authorized.**—Officers will not purchase supplies for the Marine Corps from any other person in the military or naval service, nor contract with any such person to furnish supplies or service to the Corps, nor make any Government purchase or contract in which such person shall be admitted to share or receive benefit except as a member of an incorporated company.

### 18–3

**Advances of public moneys.**—No advance of public money shall be made in any case whatever. And in all cases of contracts for the performance of any service, or the delivery of articles of any description, for the use of the United States, payment shall not exceed the value of the service rendered, or of the articles delivered previous to such payment. It shall, however, be lawful, under the special direction of the President, to make such advances to the disbursing officers of the Government as may be necessary to the faithful and prompt discharge of their respective duties, and to the fulfillment of the public engagements. The President may also direct such advances as he may deem necessary and proper, to persons in the military and naval service employed on distant stations, where the discharge of the pay and emoluments to which they may be entitled cannot be regularly effected (31 U. S. C. 529). Partial payments not in excess of value of work done may be made during progress of work on contracts (34 U. S. C. 582).

## REQUISITIONS

### 18–4

**How submitted.**—All estimates or requisitions for supplies from officers and noncommissioned officers will be submitted to their immediate commanding officer for approval. It is the duty of the commanding officer to carefully examine these requisitions and to satisfy himself that the articles enumerated therein are actually required, and that the list embraces all that is needed for the time estimated. Commanding officers, before forwarding requisitions, will endorse thereon their approval or disapproval, stating in the latter event the part disapproved.

### 18–5

**On depot quartermasters.**—Requisitions for supplies enumerated in the annual "Marine Corps Price List of Clothing, etc.," will be submitted to the depot quartermaster designated in that order, prepared in accordance with instructions contained therein. Instructions regarding requisitions for other supplies that may be carried in stock at depots of supplies will also be published in that order.

### 18–6

**Open-purchase requisitions.**—When articles not kept in stock at depots, or services other than personal, or personal services are required at posts in the United States, an open-purchase requisition, in duplicate, will be submitted to the Quartermaster, except as may be otherwise provided in the annual order. Requirements at posts outside the United States will be procured in accordance with instructions published in the annual order. Articles regularly carried on hand at depots will not be included in open-purchase requisitions from posts.

### 18–7

**Requisitions for ice, telephone service, subscriptions for newspapers, periodicals, and post-office box rent** should be submitted to the Quartermaster prior to the beginning of each fiscal year and to include the entire year, unless the services will not be required for so long a period.

## 18-8

(1) **Articles not kept in store.**—In making requisitions for articles not kept in store by the Quartermaster's Department full details and descriptions, and when practicable, cuts or illustrations of same, will be furnished as a guide for the purchasing officer. Such descriptions must be made as broad as possible in order that the fullest and freest competition may be obtained, and special care taken to avoid so describing the article required as to limit a purchase to any proprietary article or the product of any particular manufacturer. Proprietary articles will only be called for when absolutely necessary, and a statement should then be made by the officer preparing the requisition that that article and no other will fulfill the requirements of the service. When proprietary articles are called for they should be those of some standard manufacture or equal thereto in all respects and guaranteed to stand the same tests.

(2) When articles that may be used for several different purposes are required, such as lumber, etc., the requisition must show the specific purposes for which they are to be used and how much of the total quantity called for is to be used for each of the purposes stated, in order that the approving officer may be able to charge the proposed expenditure against the proper subhead of the appropriation affected.

## 18-9

**Spare parts not procurable locally.**—When spare parts which cannot be procured locally are required, particularly at remote stations or on expeditionary service, for automobiles, trucks, motorcycles, bicycles, surveying instruments, range finders, cooking ranges, bake ovens, dough-mixing machines, potato-peeling machines, dish-washing machines, electric motors (direct or alternating current), engines, motorboats, printing presses, band instruments, etc., the serial and model numbers, make, cost, and date of purchase should be stated on the requisition or other papers. When spare parts or other articles are ordered from catalog, such catalog (and supplement, if any) should be mentioned, and the part number, page number, and unit price (with total), if shown, be given with each item. This information is required in order that proper parts may be procured without unnecessary delay, and should be furnished in every instance. In regard to spare parts for boats see also article 17-115.

## 18-10

**Spare parts for rifles, etc.**—On all requisitions for spare parts for rifles, pistols, machine guns, automatic rifles, 37-millimeter guns, Stokes mortars, motor vehicles, etc., the requiring officer will state the quantity of such articles for which parts are required that are on hand at the post or in the organization with which he is serving. (See art. 17-96.)

## 18–11

**Requests on Navy bureaus.**—Whenever articles of any description are required to be furnished by the Navy Department, except radio-operating supplies and maintenance material procured under radio maintenance limitations established by the Bureau of Ships in accordance with chapter 31, Manual of Engineering Instructions, request should be forwarded to the Quartermaster for action. In an emergency where it is necessary to procure supplies from a Navy supply officer, an immediate report shall be made to the Quartermaster of such transaction. The provisions of this article do not apply to quartermasters of aviation units when requesting aeronautical material. Requests for aeronautical material will be submitted in accordance with the requirements of the Bureau of Supplies and Accounts Manual, the Manual of the Bureau of Aeronautics, and such special instructions as are issued by both bureaus. Requisitions for naval ordnance will be submitted as provided in article 17–120.

## 18–12

**During the last month of the fiscal year.**—No open-purchase requisitions which would involve an expense chargeable to that fiscal year will be submitted except in cases of absolute necessity.

### PREPARATION OF SPECIFICATIONS

## 18–13

Care will be taken in the preparation of specifications that the article desired may be clearly and accurately described, in order that all dealers may bid on the same understandingly.

### ADVERTISING FOR PROPOSALS

## 18–14

(1) **Advertising.**—All purchases and contracts for supplies or services, in any of the departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles or performance of the service. When immediate delivery or performance is required by the public exigency the article or service required may be procured by open purchase or contract at the places and in the manner in which such articles are usually bought and sold, or such services engaged, between individuals (41 U. S. C. 5).

(2) The law expressly requires such advertisement in all cases of contracts for services in any department where the public exigencies

do not require the immediate performance of the service. The only exception is where immediate performance is required by the public exigency. The power given to make contracts, without advertisement, plainly contemplates only such contracts as the urgent necessities of the service may demand, and in all cases where the delay would cause the public interests to suffer.

(3) **In cases of large purchases** a period of 30 or more days should intervene between date of first publication and of opening proposals. In small purchases from 7 to 30 days should intervene, and when the public exigency (constituting an emergency) does not permit 7 days to intervene, the period should be for as many days as the circumstances will permit. The existence of such emergency is to be determined by the officer upon whom the duty of making the purchase devolves. Advertising for proposals in newspapers will be adopted when time permits and the quantity or value of the purchase, or character of the services, in the opinion of the purchasing officer, will justify the expense. In such cases the following article governs as to the number of days to intervene between the first publication and the date of opening proposals. When notice of less than 30 days is given, advertising by circulars (posted in public places and sent to principal dealers in the localities where the supplies are desired) is permissible. A purchasing officer may advertise by newspapers when authorized by the Secretary of the Navy, and by circulars, at the same time.

## 18-15

**Advertisements in newspapers** announcing sales of condemned property or inviting proposals for furnishing labor or supplies will as a rule, allow 30 days to intervene between date of first publication and date of sale or opening of bids. If necessity requires, a shorter period may be allowed, but no period of less than 10 days will be designated except in case of emergency. The officer who is accountable for property which is to be advertised for sale, or who is authorized to invite proposals for furnishing labor or supplies, is the one upon whom devolves the duty of determining whether an emergency exists warranting the designation of a period less than 10 days for the publication of the advertisement. No officer will authorize the publication of the advertisement beyond the morning of the day on which the sale or opening of bids is to occur, and no payments will be made for continuing such publication beyond the period authorized.

## 18-16

**Guaranties.**—Whenever it is intended to require that guaranties shall accompany proposals, that fact, the amount in which the guarantors are to justify, the amount required and the periods to be allowed after the award for the execution of contract papers and bonds will be stated in the advertisement or specifications.

## 18–17

(1) **By whom issued.**—Advertisements inviting proposals will ordinarily be issued by the officer who is to make the contract or purchase. In special cases, upon competent authority, they may be issued by any other designated officer.

(2) **Copy to be sent to the Quartermaster.**—When officers are under the necessity of advertising in newspapers they shall forward to the Quartermaster, through official channels, a copy of the proposed advertisement, that he may take such further steps as may be required for its publication.

## 18–18

**Bills for advertising** are allowed by the accounting officers only when accompanied by the written authority of the Secretary of the Navy and a certified copy of the advertisement.

## 18–19

**Rates for advertising.**—All advertisements, notices, proposals for contracts, and all forms of advertising required by law for the several departments of the Government may be paid for at a price not to exceed the commercial rates charged to private individuals, with the usual discounts, such rates to be ascertained from sworn statements to be furnished by the proprietors or publishers of the newspapers proposing so to advertise.

### PROPOSALS

## 18–20

**Information** in regard to supplies or services for which proposals have been invited will be furnished, on application, to all persons desiring it, but no person belonging to or employed in the military or naval service will render assistance in the preparation of proposals.

## 18–21

(1) **Bidders for supplies** will be informed of the kind, quantity, quality, sizes, dimensions, etc., of articles desired, the place, time, and rate of delivery, conditions of payment, and the date, hour, and place appointed for the opening of proposals. They will be furnished with such specifications as have been adopted and will be permitted to examine the standard samples at the places where deposited.

(2) In order that bidders may be fully informed of the basis on which the purchasing officer intends to make the award, this will be indicated on each request for proposals by entering thereon "Award will be made by item" or "Award will be made on the lowest aggre-

gate acceptable" or "Award will be made either by item or for the lot, as may be most advantageous to the Government," according to which of these methods it is intended to follow.

(3) **Time of delivery.**—When proposals for bids inform prospective bidders that time of delivery will be considered an important factor in making awards, and a higher bidder is awarded the contract because of proposing to make delivery within a shorter period of time than the low bidder, and the contractor is delinquent in making delivery within the specified time, there will be deducted from the contract price a proportionate amount of the difference between the low bid and the accepted bid, based on the ratio between the number of days' delay in making delivery to the difference in time stated in the accepted figure and the low figure. For example: John Doe Co. bids $50 on an item and proposes to effect delivery within 10 days; James Smith Co. bids $60 on the same item and proposes to effect delivery within 4 days. The bid of the latter is accepted, but this firm effected delivery 5 days beyond the specified time. There should be deducted five-sixths of $10 as actual damages, there being a difference of $10 in price and 6 days in time of delivery, and the contractor was 5 days delinquent (9 Comp. Gen. 65).

## 18-22

**Proposals for repairs to motor vehicles and other mechanical devices.**—Bids for repairs to motor vehicles which involve both spare parts and labor should be drawn to include an itemized list of prices of spare parts which it is estimated will be required, with the understanding that only such parts as are actually used will be paid for, and an hourly rate for the labor not exceeding an aggregate maximum therefor. No aggregate amount will be stated for spare parts and only such of the repair parts listed as are actually used will be vouchered for payment (Comp. Gen. Dec. A-30702, Feb. 28, 1930). The same method will be followed in connection with obtaining bids and vouchering accounts covering repairs to electric refrigerators and other mechanical devices. Bids must include the provisions of the 8-hour-labor law in accordance with an act approved June 19, 1912 (40 U. S. C. 324, 325, and 326).

## 18-23

**Civilian outfits for men discharged other than honorably.**—At posts where the number of men so discharged during the year would warrant such procedure, and there is no Navy contract available for the purchase, proposals will be drawn to cover the entire fiscal year and prices will be received on each item included therein, in order that only such articles of clothing as are necessary and required at the time may be obtained thereunder. (See arts. 3-30 and 15-23 (3) (*f*).)

### 18–24

**Bidders for labor** will be informed of the nature and extent of the services required and where they are to be performed. They will be furnished with or allowed to examine plans and specifications of all works upon which they desire to bid and in general will be furnished with any information needed to enable them to act understandingly.

### 18–25

**When required in duplicate.**—When the amount involved will probably exceed $500, the purchasing officer will require bidders to submit their proposals in duplicate, in strict accordance with the requirements of the advertisement or specifications. When the amount involved is not likely to exceed $500, bidders need not be required to submit their proposals in duplicate. However, a duplicate copy, complete except as to signature of the bidder, will be prepared by the purchasing officer in all cases to be attached to the memorandum copy of the voucher when forwarded to the disbursing officer for payment. Proposals should make specific reference to the advertisements, if any, and to any plans or specifications which may have been furnished.

### 18–26

**How signed.**—Each proposal should give the full business address of the bidder and be signed by him with his usual signature. Proposals by partnerships should be signed with the partnership name by one of the members of the partnership, followed by the signature and designation of the person signing. Proposals by corporations should be signed with the name of the corporation, followed by the the signature and designation of the president, secretary, or other person authorized to bind it in the matter. A proposal signed by a person who affixes to his signature the word "president," "secretary," "agent," or other designation, without disclosing his principal, may be held to be the proposal of the individual signing. If the signature to a proposal is that of an officer, attorney, or agent of a corporation, or of an attorney or agent of a firm or individual, the officer who opens such proposal should, before considering it, satisfy himself that the signer is vested with sufficient authority to act for his principal, and unless fully satisfied on this point should require him to file evidence of his authority to do so.

### 18–27

**Unit price.**—In proposals numbers and prices will be expressed in figures, and will ordinarily provide for both unit price and extension of each item. The unit price will govern in case of error. It will be sufficient if specifications are referred to and are declared to form a part of the proposal.

## 18–28

Erasures or interlineations should be explained by the bidder, in the proposal, over his signature.

## 18–29

(1) **Guaranties.**—Every proposal exceeding $500 in total amount shall be accompanied by a guaranty (in duplicate) executed by an authorized bonding company or two responsible persons, or in lieu of such guaranty, by a certified check payable to the order of the Secretary of the Navy, for 25 percent of the full amount of the proposal, unless the bidder has an approved annual guaranty on file in the office of the Quartermaster, and no such proposal unaccompanied by the required guaranty or certified check will be considered. The guaranty must be made out and executed, with proper justification, in the form shown on Standard Form 24 or Standard Form 31. Neither bidders nor their employees, agents, or partners will be accepted as guarantors. (See arts. 18–52 and 18–53.)

(2) **Custody and disposition of United States bonds, notes, and certified checks.**—(*a*) Certified checks furnished in lieu of other form of guaranty shall be retained in the custody of the purchasing officer and shall not be negotiated even in case of default, nor taken into the official Treasury accounts, except by direction of the Quartermaster. United States bonds or notes furnished in lieu of other form of guaranty shall be forwarded immediately to the Quartermaster, for deposit with the Treasurer of the United States.

(*b*) If the officer who opens the bids does not consummate the purchase, such guaranties will be forwarded with the proposals to the office actually consummating the purchase.

(*c*) Certified checks received with bids which are rejected shall be returned to the unsuccessful bidders without delay after award of the items on their bids.

(*d*) A certified check received with the bid which is accepted shall be retained by the purchasing officer until the covering contract and surety bond are in hand; then it shall be returned without delay to the proper bidder. However, if the bidder so requests, such certified check may be retained and be applied as part of the requisite bond on his contract, provided the regulations promulgated by the Secretary of the Treasury, as set forth in Treasury Department Circular No. 154, are complied with.

(*e*) Certified checks may be returned to bidders by hand-to-hand delivery, receipts to be taken therefor, and in case of delivery by mail, proper record will be maintained. Certified checks returned by mail need not be registered.

## 18–30

(1) **Delivery of proposals.**—Proposals, with their guaranties, will be securely sealed in suitable envelopes, endorsed and addressed as required by the advertisement, and must be in the possession of the officer addressed before the hour appointed for the opening.

(2) Proposals received prior to the time of opening will be securely kept. The officer whose duty it is to open them will decide when that time has arrived. No proposals received thereafter will be considered, except that when a proposal arrives by mail after the time fixed for the opening, but before the award is made, and it is clearly shown that the nonarrival on time was due solely to delay in the mails, for which the bidder was not responsible, such proposal will be received and considered.

## 18–31

**Right to withdraw bid.**—A bidder has a right to withdraw his bid at any time prior to the time fixed for opening. Where there is a mistake in a proposal submitted and notice thereof is given and request for withdrawal made by the bidder after bids have been opened, but before award is made, and the difference in the bids received is sufficient to put the contracting officer on notice as to the probability of a mistake in the low bid, the request for withdrawal may not be granted and award made to the next lowest bidder. For the purpose of determining the correction or withdrawal of such bid before acceptance on the basis of a mistake alleged after the opening of bids, the evidence of mistake must be such as to show conclusively that a mistake was made, of what it consists, and how it occurred, requiring the immediate presentation of such convincing proof of the existence and character of the error as to leave no room for doubt that there was in fact a bona fide mistake in the bid sought to be corrected or withdrawn and to remove any reasonable suspicion that the claim of error is for the purpose of obtaining some undue advantage or of avoiding the consequence of an ill-advised bid. Such facts will be submitted to the General Accounting Office via the Quartermaster for determination as to whether the erroneous bid may be withdrawn, but in urgent cases where the Government's needs will not permit of the delay incident to such procedure, the bid should be accepted and the bidder instructed to perform services, leaving the matter of price to be determined subsequently by the Comptroller General (8 Comp. Gen. 397).

## 18–32

(1) **Items involving tax.**—Proposals for the purchase of motor fuels, lubricants, and other items which usually involve a tax will contain

the following clause: "The prices herein quoted are net prices exclusive of any State or local tax imposed on the purchase or sale of the product herein named, the United States not being liable directly or indirectly for the payment of such tax" (*Panhandle Oil Co.* v. *State of Mississippi*, 277 U. S. 218).

(2) In the purchase, for exclusive Government use, of motor fuels, lubricants, or other commodities which are subject to Federal, State, or local taxes, the following standard forms have been prescribed and will be used by personnel traveling on official business in Government-owned motor vehicles; No. 1094—United States Government Tax Exemption Certificate; No. 1094a—Cover of United States Government Tax Exemption Certificate book; No. 1094b—Tabulation sheet; and No. 1094c—United States Government Tax Exemption Identification Card. If the merchandise purchased is not subject to any tax, or if subject only to the Federal tax and such tax is included in the price paid, these forms should not be used; nor should they be used by officers, enlisted men, or civilian employees when performing travel by their personally owned motor vehicles for which a mileage allowance is authorized.

(3) In order to secure exemption from a tax in the purchase of motor fuels, etc., for exclusive Government use, the purchaser should be properly identified by means of Standard Form 1094c, United States Government Tax Exemption Identification Card.

(4) Standard Form 1094 will be used in all cases where a State or local tax is attached at the time of sale, and will indicate, in the space provided for such purpose, whether the tax is included or excluded from the purchase price. If excluded, the form will be properly completed and given to the vendor for his use in claiming exemption from payment of the tax to the State or local taxing agency. If included, the signature of the vendor will be obtained and the form transmitted with the cash-payment voucher, Form NMC-727, to the disbursing officer who advanced funds for the purchase. Standard Form 1094 may also be used when the merchandise purchased is subject to a Federal tax and such tax is excluded from the price paid. A separate certificate will be prepared for each kind of tax involved (Federal, State, local, etc.).

(5) When Standard Form 1094 is received by a disbursing officer because of payment of a State or local tax, as provided by paragraph (4), the disbursing officer will bill the State or local taxing agency for refund of the taxes paid. Upon receipt of refund, the amount involved will be taken up in the disbursing officer's accounts and credited to the appropriation charged with the expenditure, making proper reference on the collection voucher to the voucher on which payment for the merchandise was made. In the event the disbursing officer fails to secure refund of the amount of taxes paid,

he will insert the number of the voucher covering payment for the merchandise in the space provided in the lower right-hand corner of the tax-exemption certificate and transmit the form, with all correspondence relating thereto, to the General Accounting Office, for use by that office in securing refund.

(6) The above forms may be obtained by requisition to the Quartermaster, and care will be exercised to prevent their unauthorized use. A strict record of the forms by serial number will be maintained, and semiannual reports will be made to the Quartermaster on September 30 and March 31, showing the balance of United States Government Tax Exemption Certificates and United States Government Tax Exemption Identification Cards on hand at the beginning of the period, the number of each received during the period, the number of each issued during the period, and the balance on hand at the end of the period.

(7) In addition to the above forms, receipts in triplicate on Form NMC–867 will be obtained in connection with all cash purchases, the original to be attached in support of the original cash payment voucher, Form NMC–727, and the duplicate and triplicate copies attached to the duplicate and triplicate copies of the cash payment voucher.

(8) Standard Form 1094 may also be used where purchases are made under contract providing for deliveries extending over a period of time, in which case a certificate may be issued by the purchasing officer and given to the contractor to support invoices covering actual deliveries of the commodity and in the quantity stated.

## 18–33

**Opening of proposals.**—Proposals will be opened and read aloud at the time and place appointed for the opening (bidders having the right to be present), and each proposal will then and there be numbered and entered on an abstract, the items being entered in the order in which they appear on the proposals. If the number of proposals is large, those relating to specific articles or classes of articles may be entered on separate abstracts. The number of each proposal, with the quantities and prices of articles offered and dates of delivery, will appear in the proper columns, and a copy of the advertisement or notice under which the proposals are received, with a copy of the specifications, if any, will be attached to the upper left-hand corner of the abstract. When two or more sheets are used for the abstract they will be properly fastened together and paged on the upper right-hand corner.

AWARDS

## 18–34

**No award.**—In case the Government desires to change the specifications in any manner after proposals have been received and opened, all proposals shall be rejected and new proposals, embodying the changed specifications, advertised for.

## 18–35

**Slight failures** by a bidder to comply strictly with the terms of an advertisement should not necessarily lead to the rejection of his bid, but the best interests of the Government will be fully considered in making the award. Delivery of supplies of an inferior quality, under a previous agreement, by a firm, does not in itself constitute sufficient grounds for the rejection of a low bid from such firm under subsequent opening of bids and the acceptance of a higher bid (Comp. Gen. MS Dec. A–7852, March 16, 1925).

## 18–36

**To lowest responsible bidder.**—Except in rare cases, when the United States elects to exercise the right to reject proposals, awards will be made to the lowest responsible bidder, provided that his bid is reasonable, is in accordance with specifications, and that it is in the interest of the Government to accept it. The awarding officer will, when necessary, prior to making an award, satisfy himself that the low bidder is qualified and in a position to complete the contract satisfactorily. The determination of award where discounts are offered in bids is a matter for decision by the purchasing officer. If, by reason of the offered discount a bid is low and there appears, in the judgment of the purchasing officer, reasonable certainty that the performance of the necessary administrative duties in connection with the receipt, inspection, and payment is practicable of accomplishment, the bid should be accepted; if not, the bid should not be regarded as low.

## 18–37

**Entries to be made on abstract.**—A notation indicating the accepted bids will be made on the abstract of proposals. If a bid is rejected and one at a higher price accepted, the reason for the rejection will also be noted on the abstract. When no award requiring the execution of a contract is made on a set of proposals, the reasons for rejection must be certified on rejected proposals. When contracts are made the fact will be stated on the abstract.

## 18–38

(1) **Purchases of less than $500.**—(*a*) The limitation of $500 applying to the procurement of supplies and services in the open market without formal contract or bond, as set forth in the following articles, is suspended for the duration of the present war with Germany, Italy, and Japan, and formal contracts will be required only when the amount involved exceeds $5,000. [C. M. C. M. 3.]

(*b*) The purchase of supplies and the procurement of services for all branches of the naval service may be made in open market in the manner common among businessmen, without formal contract or bond, when the aggregate of the amount required does not exceed $500, and when, in the opinion of the proper administrative officers, such limitation of amount is not designed to evade purchase under formal contract or bond, and equally or more advantageous terms can thereby be secured. [C. M. C. M. 3.]

(2) **Purchases in the manner common among businessmen.**—

(*a*) Officers appointed for Assistant Quartermaster duty only, officers serving under their direct supervision, and such other officers as are specifically designated by the Quartermaster, are authorized to make purchases of articles and to procure services on approved requisitions in a direct manner such as is common among businessmen.

(*b*) No article, material, or services may be purchased in this manner which, under other instructions, require procurement thereof from or through some other department or establishment of the Government.

(*c*) Services of a continuous nature, such as water, electric power, etc., required from month to month will be procured under written contract in the usual manner.

(*d*) The limit of cost of any one item or group of items of similar material that may be so purchased is $500.

(*e*) The authority contained herein is not intended to be used as a means to circumvent the established methods of procurement nor to obtain special or nonstandard material in contravention of existing regulations and orders. The methods of purchase provided in article 18–40 (1) (*b*) and (*c*) will be used in all cases except those in which it is to the best interests of the Government to make the purchases in the manner common among businessmen.

(*f*) PROCEDURE.—Under this authority, the purchasing officer may purchase articles or services without advertisement and without formal bids or written awards. Bids may be obtained orally (over the counter), by telephone, by telegraph, or by written invitations. Competition should be secured whenever it is practicable to do so without delaying procurement, unduly increasing the work involved in the procurement, or otherwise obviating the benefits derived by this method of purchase. A written record showing the form of bids (oral, telephonic, telegraphic, or written) will be made of bids received and kept in the files of the purchasing officer. When competition is obtained, the order will be placed with the dealer quoting the lowest price for satisfactory delivery. The order may be placed in writing, or orally (over the counter), by telephone, or by telegraph; and written confirmation is not required. Public voucher (Standard Form 1034) will be prepared, based on dealer's invoice in the prescribed manner. In the administrative certificate on the face of the public

voucher, in the blank following "No." enter the figure "4"; on back of the public voucher, the "Method or absence of advertising," enter opposite "4" the words "Act of March 2, 1907 (34 Stat. 1193)." Purchases of articles of small value in the manner common among businessmen are not covered by written agreement, therefore, neither proposal form (NMC-26), purchase order (NMC-18 (Revised)), nor statement and certificate of award (Standard Form 1036), will be required.

## 18-39

(1) **Purchase over or under $500.**—With the exception of those stations where officers are empowered to execute contracts, and unless otherwise directed, when proposals are received for one or more items and the amount of any award thereunder exceeds $500, all proposals will be forwarded to the Quartermaster with suitable recommendations for awards. The Quartermaster will make all awards thereunder and will prepare formal contract and bond for awards exceeding $500. In placing orders for deliveries under schedules where both formal and informal contracts are involved, the Quartermaster will use letters of award in making awards in all cases where the amount involved is $500 or less and the quantities covered are approximate, and will use purchase orders (Form NMC-18), where the amount is $500 or less and the quantities covered are definite. Under such awards where it is necessary to assign contract symbol numbers the Statement and Certificate of Awards (Standard Form 1036), will be prepared, attached to the purchase order or letter of award, and forwarded direct to the General Accounting Office. Where it is not necessary to number such awards, the original order or copy of letter of award with the Statement and Certificate of award will be forwarded direct to the disbursing officer concerned for attaching to voucher and transmittal to the General Accounting Office. In such cases where awards are made by the Quartermaster, it will not be necessary for the post to attach copies of the purchase orders or letters of award in vouchering accounts for payment. These copies are to be retained for the records of the post.

(2) When no award exceeds $500, the purchasing officer is authorized to place orders. In such cases a signed copy of the purchase order prepared on NMC-18, will be sent to the successful bidder by the purchasing officer, and the original signed purchase order will be kept with the proposal or agreement.

(3) **In urgent cases** when the amount of any award exceeds $500 and where immediate award is necessary, the officer receiving the bids should obtain telegraphic authority from the Quartermaster to make awards, and should then forward all bids received, together with abstract of bids, and copies of all awards, to the Quartermaster for the preparation of formal contracts where required. Such letters of

award involving more than $500 should state that formal contract will be forwarded by the Quartermaster.

(4) At stations, other than Headquarters, where purchasing officers are empowered to execute contracts, awards amounting to $500 or less under a schedule or set of proposals involving the execution of a contract in connection with any other item or items on the same schedule or set of proposals will be made by letter if the quantities are approximate, and by purchase order if the quantities are definite. If such awards involve more than one payment, contract symbol numbers will be assigned at the time awards are made. Copies of the letters of award, or original signed purchase orders, together with properly accomplished statement and certificate of award (Standard Form 1036), will be forwarded by letter direct to the General Accounting Office at least once a month where contract symbol numbers have been assigned, and those proposals or statement and certificates of awards which do not involve contract numbers will be attached to the vouchers covering the awards. (See art. 18–41 (4).)

(5) Where several awards are made under one set of proposals covering purchases not in excess of $500, all of the proposals received from bidders will be forwarded to the disbursing officer paying the accounts immediately upon placing orders; each accepted proposal to be supported by the original signed purchase order and a statement and certificate of award (Standard Form 1036). The approved open purchase requisition or authority for purchase will be forwarded with the first set of proposals. Where only one award is made, all proposals, together with the purchase order and statement and certificate of award will be attached to the voucher when forwarded for payment.

(6) Each set of proposals with the papers pertaining thereto will be securely fastened together with a paper fastener (not pasted or otherwise permanently fastened together) before being forwarded to the disbursing officer.

(7) **Purchase order.**—The purchase order, Form NMC–18, when properly executed, constitutes the acceptance in cases of purchases made under written proposals and acceptance not involving the execution of a formal contract, as well as the order for the articles or services offered by the successful bidder, except where in certain cases the use of a letter of award has been authorized. It will be prepared in quadruplicate, addressed to the bidder whose bid has been accepted, and the original and duplicate signed by the purchasing officer. The original and quadruplicate must be attached to the agreement, or first voucher submitted for payment, the duplicate forwarded to the person, firm, or corporation to whom it is addressed (the vendor), and the triplicate retained. This form will also be used when emergency purchases are made on bids obtained orally, either in person or by telephone. (See art. 18–61.)

(8) In placing orders for supplies or services, the letters of award,

or purchase orders, will make request on contractors that their bills be rendered in quadruplicate, or in accordance with the number of copies of the bills required. (See art. 23–19 (1–3).)

### FORMS OF AGREEMENT

## 18–40

(1) A purchase of supplies or engagement of services will be made:

(*a*) By contract, reduced to writing and signed by the contracting parties with their names at the end thereof. Agreements of this character only are termed "contracts" in these regulations. This method will, subject to such exceptions as may be duly authorized by regulations, be used when the amount involved exceeds $500, or when delivery, or performance does not immediately follow the award.

(*b*) By less formal agreement. By written proposal and written acceptance. This method may be resorted to when delivery, or performance immediately follows award, or when specifically authorized, and when the amount involved is $500, or less.

(*c*) By informal agreement. This method may be used under circumstances indicated in the following paragraph if delivery, or performance immediately follows the agreement, and will include oral agreements immediately executed (17 Comp. Dec. 302).

(2) **An open-market purchase** of supplies or engagement of services is one made without advertising, in the manner in which one person in civil life ordinarily purchases from another in private business, and is authorized in the following cases:

(*a*) In an emergency, as when the public exigencies require immediate delivery, or performance, and there is not time to advertise by newspapers, posters, or circulars. (See arts. 18–60 to 18–64.)

(*b*) When it is impracticable to secure competition.

(*c*) When proposals have been invited, and none have been received.

(*d*) When proposals are above the market price, or otherwise unreasonable.

(*e*) As authorized by act of March 2, 1907 (34 U. S. C. 571). (See art. 18–38.)

(3) **Statement and certificate of award.**—In all transactions involving the expenditure, or receipt of Government funds under a written agreement, whether formal (written contract), less formal (proposals and acceptance), or informal, except public-utility contracts, the Comptroller General of the United States requires that this form, Standard Form 1036, shall be used to establish the fact of compliance with law and good business administration in respect to advertising, securing competition, acceptance of the bid of the lowest

bidder, as to price (expenditure contracts), or highest bidder, as to price (receipt contracts), and execution of a lawful agreement. This form must be signed by the contracting officer who signs the agreement, and the original and duplicate copy attached to the contract or agreement when the account is forwarded for payment. In cases of agreements involving more than one payment, entry of the contract number, and date on subsequent vouchers will be a sufficient identification of the agreement under which payments are made, and the use of this form in connection with said subsequent vouchers is unnecessary. In cases of agreements entered into at posts, or stations where vouchers covering purchases are forwarded for payment to disbursing officers, the contract number space on this form will be left blank for use of the disbursing officer paying the account. (See art. 18–41 (4).) In the certificate on the face of this form, in space provided for such purpose, there will be indicated the method, or absence of advertising, and the bid accepted as to price. Other blank spaces to be filled in on this form are self-explanatory with exceptions explained as follows: If the contract has been awarded to other than the lowest bidder as to price (expenditure contracts), or highest bidder as to price (receipt contracts), the fact will be so indicated in the certificate as herein explained, and in the blank space below the certificate or on the reverse of the form; there will also be shown an abstract of bids received, including all lower than that accepted in case of expenditure contracts, and all higher in case of receipt contracts, together with a statement of reasons for rejecting the lowest or highest bid, as the case may be. The following is an example of such abstract, and reasons for rejection of the lowest bid, which should also serve as a guide for the preparation of abstract, and statement of reasons for accepting other than the highest bid in case of receipt contracts:

ABSTRACT OF BIDS

| | |
|---|---|
| John Brown & Co | $250 |
| James Smith & Co | 255 |
| American Brass Co. (Awarded) | 260 |

All bids received lower in price than that accepted are listed hereon. Lower bid of John Brown & Co. rejected for the reason that the material offered contains only 95 percent copper whereas the specifications call for not less than 99.5 percent copper. Lower bid of James Smith & Co. was rejected for the reason that the material is offered in sheets 48 inches square, whereas the specifications call for sheets 48 by 60 inches; also the material contains only 95 percent copper.

In cases where the lowest bid as to price has been accepted on all items involved in expenditure contracts, or highest bid has been accepted on all items in receipt contracts, it will not be necessary to abstract the bids received, but where award has not been so made on certain items, it will be necessary to enter such abstracts of bids on those particular items only and state reasons for their rejection as herein explained.

NUMBERING OF CONTRACTS AND AGREEMENTS

## 18–41

(1) All formal contracts (including leases and board and lodging agreements) and less formal agreements, such as letters of award or purchase orders covering purchases of supplies or engagement of services in the manner defined in article 18–40 (1) (*b*) and (*c*), involving the expenditure or receipt of Government funds, shall be numbered serially in the upper right-hand corner, as hereinafter provided, in the order of date of execution, so far as practicable, except in cases where the entire payment or collection under the less formal agreement is made on a single voucher and amounts to less than $1,000. For purposes of classification in the General Accounting Office, the number will be preceded by a symbol consisting of the capital letter "N" standing for the Navy Department as a whole, a numeral identifying the contracting office, and the small letter "m" standing for the Marine Corps as a whole. The following symbols have been assigned to contracting offices of the Marine Corps:

| | |
|---|---|
| The Quartermaster, U. S. M. C., Washington, D. C | N0m |
| Depot Quartermaster, Philadelphia, Pa | N50m |
| Depot Quartermaster, N. O. B., Norfolk, Va | N51m |
| Depot Quartermaster, San Francisco, Calif | N52m |
| Post Quartermaster, M. B., Quantico, Va | N53m |
| Post Quartermaster, M. B., Parris Island, S. C | N54m |
| Post Quartermaster, M. D., U. S. S. *Reina Mercedes*, NA, Annapolis, Md | N55m |
| Post Quartermaster, M. B., NYd, Boston, Mass | N56m |
| Post Quartermaster, M. B., NYd, Cavite, P. I | N57m |
| Post Quartermaster, M. B., NYd, Charleston, S. C | N58m |
| Post Quartermaster, M. B., S. B., Coco Solo, C. Z | N59m |
| Post Quartermaster, M. B., N. A. D., Dover, N. J | N60m |
| Post Quartermaster, M. B., N. A. D., Fort Mifflin, Pa | N61m |
| Post Quartermaster, M. B., N. S., Guam | N62m |
| Post Quartermaster, M. B. N. S., Guantanamo Bay, Cuba | N63m |
| Post Quartermaster, M. B., N. O. B., Norfolk, Va | N67m |
| Post Quartermaster, M. B., N. A. D., Hingham, Mass | N68m |
| Post Quartermaster, M. B., N. P. F., Indian Head, Md | N69m |
| Post Quartermaster, M. B., N. A. D., Iona Island, N. Y | N70m |
| Post Quartermaster, N. S., Key West, Fla | N71m |
| Post Quartermaster, M. B., N. A. S., Lakehurst, N. J | N72m |
| Post Quartermaster, M. B., NYd, Mare Island, Calif | N73m |
| Post Quartermaster, M. B., S. B., New London, Conn | N74m |
| Post Quartermaster, M. B., N. A. D., New Orleans, La | N75m |
| Post Quartermaster, M. B., N. T. S., Newport, R. I | N76m |
| Post Quartermaster, M. B., NYd., New York, N. Y | N77m |
| Post Quartermaster, M. B., NYd., Pearl Harbor, T. H | N78m |
| Post Quartermaster, M. D., A. E., Peiping, China | N79m |
| Post Quartermaster, M. B., N. A. S., Pensacola, Fla | N80m |
| Post Quartermaster, M. B., NYd., Philadelphia, Pa | N81m |
| Post Quartermaster, M. B., NYd., Portsmouth, N. H | N82m |
| Post Quartermaster, M. D., N. P., Portsmouth, N. H | N83m |
| Post Quartermaster, M. B., Norfolk NYd., Portsmouth, Va | N84m |

[C. M. C. M. 3.]

| | |
|---|---|
| Post Quartermaster, M. B., Puget Sound NYd., Bremerton, Wash | N85m |
| Post Quartermaster, M. B., N. A. D., St. Julien's Creek, Va | N87m |
| Post Quartermaster, M. C. B., N. O. B., San Diego, Calif | N89m |
| Commanding Officer, M. B., N. O. P., South Charleston, W. Va | N90m |
| Post Quartermaster, M. B., Washington, D. C | N91m |
| Post Quartermaster, M. B., NYd., Washington, D. C | N92m |
| Commanding Officer, M. B., N. M. D., Yorktown, Va | N93m |
| Officer in Charge, Central Recruiting Division, Chicago, Ill | N94m |
| Officer in Charge, Southern Recruiting Division, Atlanta, Ga | N95m |
| Officer in Charge, Eastern Recruiting Division, Philadelphia, Pa | N96m |
| Officer in Charge, Western Recruiting Division, San Francisco, Calif | N97m |
| Detachment Quartermaster, Marine Detachment on duty at the summer residence of the President | N98m |
| Detachment Quartermaster, M. D., Rifle Range, Wakefield, Mass | N99m |
| Team Quartermaster, M. C. Rifle and Pistol Team | N100m |
| Quartermaster, 4th Marines, U. S. M. C., Shanghai, China | N106m |
| Post Quartermaster, M. D., N. A. D., Hawthorne, Nev | N110m |
| Post Quartermaster, M. D., N. A. S., Seattle, Wash | N111m |
| Battalion Quartermaster, 10th Battalion, U. S. M. C. R., New Orleans, La | N112m |
| Quartermaster, F. M. F., M. B., Quantico, Va | N114m |
| Battalion Quartermaster, 11th Battalion, U. S. M. C. R., 202 Canadian National Dock, Seattle, Wash | N115m |
| Marine Detachment, N. A. D., N. O. B. Balboa, C. Z | N116m |
| Battalion Quartermaster, 15th Battalion, U. S. M. C. R., Galveston, Tex | N117m |
| Base Quartermaster, B. A. D., U. S. M. C., Bourne Field, St. Thomas, V. I | N118m |
| Marine Detachment, Tientsin, China | N119m |
| Detachment Quartermaster, Cape May, N. J | N120m |
| Battalion Quartermaster, 21st Battalion, U. S. M. C. R. (O), Charlotte, N. C | N121m |
| Post Quartermaster, M. B., N. A. S., Jacksonville, Fla | N122m |
| Post Quartermaster, M. B., N. A. S., Corpus Christi, Tex | N123m |
| Detachment Quartermaster, M. B., Argentia, Newfoundland | N124m |
| Detachment Quartermaster, M. D., Portland Bight, Jamaica, B. W. I | N125m |
| Post Quartermaster, M. B., N. O. B., Bermuda, B. W. I | N126m |
| Detachment Quartermaster, M. D., St. Lucia, Windward Islands, B. W. I | N127m |
| Detachment Quartermaster, M. B., Port of Spain, Trinidad, B. W. I | N128m |
| Detachment Quartermaster, M. D., Antigua, Leeward Islands, B. W. I | N129m |
| Detachment Quartermaster, Amphibian Tractor Detachment, Dunedin, Fla | N130m |
| First Marine Division, Fleet Marine Force, New River, N. C | N131m |
| Depot Quartermaster, 1st Base Depot, NYd., Charleston, S. C | N132m |
| Regimental Quartermaster, 6th Marines, 1st Provisional Brigade | N133m |
| Post Quartermaster M. B., N. T. S., Great Lakes, Ill | N134m |
| Post Quartermaster M. B., New River, N. C | N135m |
| Post Quartermaster, M. B., N. A. D., Burns City, Ind | N136m |
| Depot Quartermaster, Depot of Supplies, NYd., Pearl Harbor, T. H | N137m |
| Depot Quartermaster, Base Depot, F. M. F., M. C. B., San Diego, Calif | N138m |
| Commanding Officer, U. S. Marine Detachment, Georgetown, British Guiana | N139m |
| Battalion Quartermaster, 1st Provisional Marine Battalion, M. B., Quantico, Va | N140m |
| Station Quartermaster, U. S. M. C. A. S., Cherry Point, N. C | N141m |
| Brigade Quartermaster, Third Marine Brigade | N142m |
| Depot Quartermaster, Marine Corps Depot of Supplies, Richmond, Va | N143m |

[C. M. C. M. 2 and 3.]

| | |
|---|---|
| First Base Depot, F. M. F | N144m |
| Third Base Depot, F. M. F | N145m |
| Marine Barracks, N. A. S., Elizabeth City, N. C | N146m |
| Second Base Depot, F. M. F | N147m |
| Quartermaster of Corps Troops, Amphibious Corps, Pacific Fleet | N148m |
| First Marine Aircraft Wing | N149m |
| Post Quartermaster, M. B., Naval Supply Depot, Bayonne, N. J | N150m |
| Post Purchasing and Disbursing Officer, M. B., Camp Joseph H. Pendleton, Oceanside, Calif | N151m |
| Depot Quartermaster, Depot of Supplies, Barstow, Calif | N152m |
| Marine Detachment, N. A. S., Sanford, Fla | N153m |
| Marine Detachment, N. A. S., Melbourne, Fla | N154m |
| Marine Aviation Detachment, Norman, Okla | N155m |
| Marine Barracks, Camp Dunlap, Niland, Calif | N156m |

[C. M. C. M. 2 and 3.]

(2) The symbol will in every case be prefixed to the serial number and separated therefrom by a hyphen, the two together constituting a symbol number by which the origin of the contract may be readily identified, the serial numbers under each authorized symbol beginning with number 1 and continuing in a consecutive series of numbers, without reference to fiscal year, and regardless of changes of purchasing officers, until the numbers reach the limit of five digits, i. e., 99999. When the numbers under a symbol reach the limit of five digits a new series will be used, beginning with number 1 and distinguished by the use of the capital letter "A" at the end of the number, e. g., "N50m–1A." Likewise, any additional series necessary under the same symbol will be distinguished by the capital letters "B," "C," "D," etc., as may be required. The following examples illustrate the numbering of contracts:

(*a*) Contract No. 2155 executed in the office of the Quartermaster will bear the symbol number N0m–2155, the next will be numbered N0m–2156, and so on.

(*b*) Contract No. 947 executed by the depot quartermaster, San Francisco, will bear the symbol number N52m–947, the next will be numbered N52m–948, and so on.

(3) Supplemental agreements, renewals of leases and other contracts, extensions of time limit, and other authorized forms of modification of original contracts will be given the same number as the original contract, lease, or agreement. [C. M. C. M. 1.]

(4) All informal contracts and agreements, on which more than one payment or collection is made, entered into at posts where the account is paid or the funds collected received by the Disbursing

Officer, Quartermaster's Department, Headquarters Marine Corps, Washington, D. C., will be numbered in the office of that officer, using the symbol assigned to the post involved. All such informal contracts and agreements entered into at other posts will, in like manner, be numbered by the disbursing officer who pays the account or receives the funds collected. Should it develop that unnumbered contracts, agreements, or statements and certificates of award received by disbursing officers involve more than one payment, or in case of doubt as to whether more than one payment will be required thereunder, they will be numbered and transmitted direct to the General Accounting Office by letter at least once a month (Gen. Regs. 51, sup. 4).

## CONTRACTS

### 18–42

**Forms used.**—Contracts for supplies and services will be made on forms furnished by the Quartermaster's Department in cases where such forms are applicable. No deviation will be made from these standard forms, except as provided for in the directions, without prior approval of the Director of the Bureau of the Budget obtained via the Quartermaster, through the Procurement Division, Treasury Department. Where interlineations, deletions, additions or other alterations are permitted, specific notation of the same shall be entered in the blank space following the article entitled "Alterations" before signing. All conditions of the contract will be stated therein as fully and clearly as possible.

### 18–43

**Public utility services.**—Contracts, whether formal or informal, will be entered into for public utility services such as telephone, gas, electric current, steam, power, and water. Standard Form 40 will be used in contracting for telephone services at all posts and stations, except those obtaining such services under agreements entered into by other departments or establishments of the Federal Government, the form to be prepared strictly in accordance with the instructions printed on the reverse thereof. Formal contracts will be executed to cover utility services when the amount during the fiscal year is likely to exceed $500 (art. 18–39 (1)), and informal contracts will be made in all cases when the amount involved is less than $500 during the fiscal year. The informal transactions may be accomplished by obtaining letters of quotation or contract forms of utility concerns properly filled in and signed by duly authorized representatives of such concerns, except in the case of telephone services which will be handled as herein explained.

### 18–44

**With regular dealer.**—No person shall be received as a contractor who is not a manufacturer of, or regular dealer in, the articles which he offers to supply. A person to be a regular dealer, within the meaning of the law, must be regularly engaged in the business of buying the articles and selling the same to the general public.

### 18–45

**By whom made.**—Contracts for supplies and services will be made in the name of the United States, and will be signed by the Quartermaster or other officer designated by him. They will not be made at posts unless authorized by the Quartermaster.

### 18–46

(1) **How signed.**—When a contract is entered into with a partnership, the firm name should be given in the body of the instrument, and it may be signed with the name of the firm by one of the partners, who will append his own signature over the remark "Member of firm."

(2) A contract with a corporation should have the name of the corporation written in the body of the instrument, as one of the parties thereto, and should be signed by the officer or person authorized to contract in its behalf, who should sign the corporate name and his own, followed by his official designation. Evidence of his authority to sign contracts on behalf of the corporation must be furnished and filed in the office of the contracting officer (unless already on file there) whenever the contracts amount to $500 or over. In all such cases the contract will be indorsed or stamped immediately following the signature thereto, "Authority for signature on file in the office of (official designation of contracting officer)."

(3) When the contract amounts to less than $500, and in cases of service contracts with public-service corporations, such as telegraph and telephone companies, etc., executed by officers or officials thereof who are authorized to and do sign service contracts on behalf of such corporations with the public generally, it is not necessary to file with the contract the evidence of authority to sign called for in the preceding paragraph. In all such cases the contracting officer must satisfy himself that the person signing on behalf of the corporation is authorized to do so, and place on or attach to the contract the following certificate:

> I certify that I have satisfied myself that the (officer, or official, as the case may be) who signed this contract has authority to do so, being an (officer, or official, as the case may be) who signs similar contracts on behalf of the corporation with the public generally.

## 18–47

(1) **Distribution of copies.**—After the contract has been executed the necessary copies will be prepared and distribution thereof made as follows: The original will be forwarded immediately to the General Accounting Office, audit division; but where it is accompanied by a bond on which an approved surety company appears as surety, it will be forwarded to the Judge Advocate General, Navy Department, for transmission by him through the section of surety bonds to the General Accounting Office; one copy will be forwarded to the Quartermaster, one to the contractor, one to the contracting officer (or officer at the place where the services are to be performed or supplies delivered, when the Quartermaster is the contracting officer), and one to the Returns Office of the General Accounting Office. Drawings or blueprints forming a part of a contract will be omitted from all contracts sent to the Returns Office of the General Accounting Office.

(2) **Whenever leases, agreements, or other instruments** are executed under which property is to be occupied by the Marine Corps, such leases, agreements, or other instruments will be executed in duplicate, when the lessor desires an executed copy, the original to be forwarded for file in the General Accounting Office and the executed copy, if one is required, to be retained by the owner of the property affected. Copies (not necessarily signed and executed) shall be forwarded to the Judge Advocate General, Navy Department, the Quartermaster, and the disbursing officer making payments under the leases. Such additional copies as are required for local use of the office preparing the lease should also be made. The copies for the Returns Office, General Accounting Office, will be filed by the executing officer. When practicable, copy of the instrument which is forwarded for file with the Judge Advocate General shall be accompanied by a map showing in greater or less detail the location of the property affected.

(3) **Whenever non-Government property** is to be occupied by the Marine Corps within the continental limits of the United States, leases will be forwarded to the Quartermaster for approval, and clearance through proper channels if required. Leases, or renewals thereof, for the east coast will be executed by the Quartermaster, Headquarters. Leases and renewals for the west coast will be cleared by the Quartermaster, Headquarters, and executed by the Depot Quartermaster, San Francisco, Calif.

(4) In the case of lease of a building or part of a building, the annual rental of which is in excess of $2,000, a signed and certified statement will be furnished giving satisfactory evidence that the proposed annual rental is not in excess of 15 per centum of the fair market value of the rented premises at the date of the lease.

(5) **Leases of property** outside the continental limits of the United States will be executed, without clearance, by the quartermaster officer

concerned, and copies thereof will be distributed in accordance with paragraph (2).

(6) All leases will be prepared on standard form of Government lease No. 2, and renewals thereof on Form NMC–886. (See N. R. 426 and G. O. ~~65~~ 138, and art. 18–41 (3).)

## 18–48

(1) **Copy for Returns Office.**—The copy of the contract for the Returns Office of the General Accounting Office will be transmitted thereto as soon as possible after the contract has been made and approved and within 30 days, together with the original of each bid, offer, or proposal made by persons to obtain the contract, and a copy of the advertisement, all to be fastened together with a ribbon and seal, and numbered in regular order, with the affidavit of the contracting officer appended in the following form:

> I do solemnly swear (or affirm) that the copy of contract hereto annexed is an exact copy of a contract made by me personally with________________; that I made the same fairly, without any benefit or advantage to myself, or allowing any such benefit or advantage corruptly to the said________________, or any other person; and that the papers accompanying include all those relating to the said contract, as required by the statute in such case made and provided.

(2) 41 U. S. C. 16 authorizes the Secretary of the Navy to extend the time limit for filing contracts in the Returns Office to 90 days whenever in his opinion it would be to the interest of the United States to follow such course.

(3) When the copy of contract for the Returns Office can not be forwarded within the period of 30 days, as required by the statute, the contracting officer should transmit the same with an explanation of the causes of delay direct to the Quartermaster. This copy will then be forwarded by that officer to the Returns Office, with a notation of his views as to whether or not the reasons set forth for the delay by the contracting officer are satisfactory.

(4) The penalty for failure to comply with this requirement is fine of not less than $100 nor more than $500, and imprisonment not more than 6 months (41 U. S. C. 18).

### BONDS

## 18–49

(1) **When required.**—Bonds for the faithful performance of contracts for supplies will be required when the consideration exceeds $500, or, in lieu thereof, a certified check payable to the order of the Secretary of the Navy, the check to be held by the officer mentioned until the requirements of the contract shall be complied with and as a guaranty for compliance with the same.

(2) **Penalty.**—The amount of penalty in a contractor's bond will be fixed by the contracting officer and will be in accordance with the following table:

(*a*) Contract over $500 up to $50,000—25 percent of the amount of the contract (but not more than $10,000).

(*b*) Contract over $50,000 up to $100,000—20 percent of the amount of contract (but not more than $15,000).

(*c*) Contract over $100,000 up to $200,000—15 percent of the amount of the contract (but not more than $20,000).

## 18-50

**Not required.**—No bond will be required when the contract is for furnishing lodging and meals to recruits and recruiting parties and rent of recruiting offices and buildings for other purposes.

## 18-51

**How executed.**—When bonds with individual sureties are given for the faithful performance of contracts they will be made and executed with the necessary justification and certification of sufficiency of sureties, in accordance with the instruction printed on the blank forms of contractors' bonds furnished by the Quartermaster's Department. Such bonds must be executed by the contractor as principal, and by at least two responsible persons, who must be citizens of the United States, as sureties. Each must affix to his signature a seal, and each signature must be attested by at least one witness. When practicable, there will be a separate witness to each signature.

## 18-52

(1) **Individual sureties.**—Each individual surety shall justify in a sum not less than the penalty of the bond.

(2) Each individual surety must justify, under oath, according to the form appearing on the bond before a United States commissioner, a clerk of a United States court, a notary public, or some other officer having authority to administer oaths generally. If the officer has an official seal it shall be affixed, otherwise the proper certificate as to his official character shall be furnished. The certificate of sufficiency must be signed by an officer of a bank or trust company, a judge or clerk of a court of record, a United States district attorney or commissioner, a postmaster, a collector or deputy collector of internal revenue, or any other officer of the United States acceptable to the contracting officer, stating that the sureties are known to him, and that to the best of his knowledge and belief each is pecuniarily worth, over and above all his debts, liabilities, and legal exemptions, the sum stated in his affidavit of justification.

(3) Sureties must be citizens of the United States, except that sureties on bonds executed in any foreign country, the Canal Zone, the Philippine Islands, Porto Rico, Hawaii, Alaska, or any possession of the United States, for the performance of contracts entered into in these places, need not be citizens of the United States, but if not citizens of the United States shall be domiciled in the place where the contract is to be performed. The affidavits of justification of such sureties may be taken before a notary or other officer having a seal who by the laws of the place is authorized to administer such oaths, the official seal of the notary or other officer to be affixed. The certificate of sufficiency of such sureties may be made by a United States consul or by the judge or clerk of any court in such place having a seal, the official seal of the officer or court to be affixed. The regular blank forms of bonds when used as above will be modified accordingly and the changes will be fully explained over the signatures and seals of all parties to the bond.

## 18-53

**A firm will not be accepted as surety,** nor will a partner be accepted as surety for a copartner or for a firm of which he is a member. An officer or stockholder of a corporation will not be accepted as surety for the corporation unless his affidavit of justification shows that he is pecuniarily worth the amount of the bond over and above his debts, liabilities, legal exemptions, and holdings of stock of such corporation.

## 18-54

**The sufficiency of individual guarantors** or sureties on a bidder's guaranty or bond should be certified in the same manner as that of individual sureties on the bond of a contractor. Guarantors may, if the offer of a bidder be accepted, become sureties on his bond as contractor if they are able to qualify as such. All bidders' guaranties and bonds are to be executed in duplicate. On contractors' bonds a single copy only need be executed.

## 18-55

**Payment of subcontractors.**—Before any contract exceeding $2,000 in amount for the construction, alteration, or repair of any public building or public work of the United States is awarded to any person, such person shall furnish to the United States a performance bond and a payment bond. Every person who has furnished labor or material in the prosecution of the work provided for in such contract, in respect of which a payment bond is furnished and who has not been paid in full therefor, before the expiration of a period of ninety (90) days after the day on which the last of the labor was done or performed by him or material was furnished or supplied by him, for which such claim is made, shall have the right to sue on such payment bond for the amount, or the balance thereof, unpaid at the time of institution of such suit and to prosecute said action to final execution and judgment for the sum or sums justly due him.

### 18–56

**Suit by subcontractors.**—Any person who has furnished such labor or materials and has not been paid therefor may, under the conditions prescribed by 40 U. S. C. 270, obtain from the department a certified copy of the contract and bond and bring suit thereon against the contractor and his sureties for the enforcement of his claim.

### 18–57

**Corporations as individual sureties.**—A corporation not holding a certificate from the Secretary of the Treasury as acceptable sole surety on Federal bonds may be accepted as one of the individual sureties if guaranteeing the act of another is within its corporate powers. In such case, an excerpt from the charter granting such power, a citation of a court opinion upholding such power, or a citation of a legislative act conferring such power, should be attached to the bond. The authority of the officer executing the bond on behalf of such corporation must be shown. The requirements for justification and certificate of sufficiency, set forth in article 18–52, must be complied with.

### 18–59

(1) **Authority to do business with the United States.**—Before a corporation will be accepted as sole surety it must obtain authority in writing from the Secretary of the Treasury to do business with the United States (6 U. S. C. 8), and before it will be accepted as surety on the bond of a principal residing in a State or Territory other than the one in which it was incorporated it must comply with the requirements of 6 U. S. C. 7 as to the appointment of an agent on whom process may be served, etc. Lists of surety companies that have conformed to the requirements of these laws will be published from time to time by the Treasury Department. Such companies will be accepted as sole sureties on official, contract, and other bonds, subject, however, to the following limitations:

(*a*) **Limitations.**—No company having authority, under the act of Congress of August 13, 1894, as amended by the act of March 23, 1910, above mentioned, to do business with the United States shall be accepted as sole surety on any recognizance, stipulation, bond, or undertaking under the Navy Department, which shall execute any recognizance, stipulation, bond, or undertaking on behalf of any individual, firm, association, or corporation, whether or not the United

States is interested as a party thereto, the penal sum of which is greater than 10 percent of the paid-up capital and surplus of such company.

(*b*) Two or more companies may be accepted as sureties on any recognizance, stipulation, bond, or undertaking under the Navy Department the penal sum of which does not exceed the limit herein prescribed of their aggregate paid-up capital and surplus. In such cases each company shall limit its liability, in terms, upon the face of the bond, to a definite specified amount, such amount to be in all cases, however, within the limitations herein prescribed. In cases where the law especially requires it every such recognizance, stipulation, bond, or undertaking shall be executed by the principal and sureties jointly and severally.

(*c*) No portion of any recognizance, stipulation, bond, or undertaking shall be included in determining the limitations herein prescribed which shall have been reinsured at the time of execution and delivery of the original obligation, or within 20 days thereafter, in a company authorized to do business under the acts above referred to, within the limitations herein prescribed, or in such companies and under such limitations as the Secretary of the Treasury shall have approved.

(*d*) No portion of any recognizance, stipulation, bond, or undertaking shall be included in determining the limitations herein prescribed upon which such company shall have been secured at the time of execution and delivery of the original obligation, by the deposit in pledge, or by conveyance in trust, for its protection of property equal in value to such excess.

(*e*) No portion of any recognizance, stipulation, bond, or undertaking executed on behalf or on account of a fiduciary holding property in a trust capacity shall be included in determining the limitations herein prescribed, upon which such company shall have been secured by deposit or other disposition of a suitable and sufficient portion of the estate so held that no further sale, mortgage, pledge, or other disposition can be made thereof without such company's approval, except by the decree of a court having proper jurisdiction.

(*f*) In determining the limitations herein prescribed the full penalty of a bond will be regarded as the liability, and no setoff will be allowed on account of any estimate of risk which is less than the full penalty of the bond except in the following cases: Appeal bonds; in which cases the liability will be regarded as the amount of the judgment appealed from, plus 10 percent of said amount to cover interest and costs. Bonds of executors, administrators, trustees, guardians, and other fiduciaries; in which cases a certificate of the judge of the probate court, setting forth the measure of liability upon which he fixed the penalty of the bond, will be accepted by the department as evidence of the amount at risk when such certificate is filed with the supplement covering the bond. Credit will also be allowed for indemnifying agreements executed by sole heirs or beneficiaries of estates releasing the surety from liability: *Provided*, That a copy of such agreement shall, in each instance, be filed with the supplement covering such risk, together with satisfactory proof as to outstanding debts. Contract bonds given in excess of the amount of a contract; in which cases the amount of the contract will be regarded as the liability. Bonds for banks or trust companies as principals, conditioned to repay moneys on deposit, where by any law or decree of a court the amount to be deposited shall be less than the penalty of the bond; in which cases the maximum amount on deposit at any one time will be regarded as the liability. Each company will be required to report quarterly to the Secretary of the Treasury, as provided by subparagraph (*a*) hereof, every such obligation the penal sum of which is greater than 10 percent of its paid-up capital and surplus, together with a full statement of the facts which tend to bring it within the provisions of this paragraph.

(2) Every such company will be required to file with the Secretary of the Treasury, on or before the last day of January of each year, a statement of its financial condition at the close of the preceding year upon the form provided by the Treasury Department. On or before the last day of April, July, and October of each year every such company will be required to file with the Secretary of the Treasury a statement of its financial condition at the close of the preceding 3 months. With each of said statements every such company will be required to file with the Secretary of the Treasury a schedule of the single obligations which it has executed during the preceding 3 months in excess of the limitations herein prescribed, showing the manner in which each of such excesses has been covered under these instructions.

(*a*) The amount of paid-up capital and surplus of every such company will be determined by an audit of the annual and quarterly financial statements filed with the Secretary of the Treasury or by reports upon current examinations made by the insurance departments of the several States or by such examination of the companies at their own expense as the Secretary of the Treasury may deem necessary.

(*b*) The qualifying powers of the respective companies will be published promptly on the 1st day of March and the 15th days of May, August, and November of each year, and the ratings of companies which fail to file or to complete their statements within the time herein provided will be omitted. The Secretary of the Treasury will keep the Navy Department advised from time to time as to the status and qualifying power of the various companies under these instructions.

(*c*) In the event that it becomes necessary to waive the limitations herein prescribed on any recognizance, stipulation, bond, or undertaking given to the United States, notice of such waiver and the manner in which the excess is required to be covered shall in each instance be immediately transmitted by letter to the head of each of the other executive departments.

(*d*) Failure on the part of any company to comply with the provisions of these instructions will be considered sufficient ground for refusing further to accept such company as surety on obligations under the Navy Department during the continuance of such delinquency, and in the event of persistent failure to observe the provisions of these instructions the name of any such company will be removed from the list of sureties acceptable to the Navy Department.

(3) In case of financial embarrassment, failure, or other disqualifying cause on the part of the surety to a bond, the Secretary of the Navy will require the bond to be renewed to his satisfaction, upon notification to the principal. Official bonds may not be renewed at the will of the principal or surety, but only with the approval of the Secretary, and the substitution of one surety for another on a bond will not be permitted except with the approval of the Secretary, or after the bond has run for a period of four years, when a renewal thereof is required by law.

## EMERGENCIES

### 18-60

**Emergency purchases.**—In order that the Quartermaster may keep himself advised of the condition of the appropriation, expenses should not be created without his approval or the approval of an officer of the Quartermaster's Department competent to give such approval. Emergencies may arise or conditions be such that the procurement of labor and material in the open market without the authority of the Quartermaster's Department is necessary. Such occasions are to be regarded as exigencies, and officers of the Corps, in preparing vouchers to cover such purchases, shall certify on the vouchers that an emergency existed and state the circumstances thereof, and that it was impracticable to communicate with the Quartermaster either by telegraph, telephone, or letter. An exigency is defined by the United States Supreme Court to be "an immediate pressing necessity and one requiring resort to unusual power and effort." When time will permit, the Quartermaster shall be communicated with previous to an expense being created, but telegraphic or telephonic communication should not be resorted to when the sum involved does not justify it. An emergency purchase will not be made when avoidable.

### 18-61

**Obtaining of proposals.**—Before making such a purchase the officer will inform himself concerning prevailing prices by inquiry among responsible dealers in his locality, and, if practicable, obtain oral proposals either by telephone or in person. The bids should be confirmed in writing in order that the resultant agreements may be filed as required by 41 U. S. C. 20.

### 18–62

**In cases of minor emergency repairs to machinery,** plumbing, and heating systems, etc., when it is intended to have the work done by the public works department, where an annual allotment for this purpose has not been authorized, the matter should be referred to the Quartermaster by letter or dispatch, requesting an allotment of the necessary funds, and stating nature and necessity of repairs and that work is to be performed by public works department.

### 18–63

(1) **An exigency** cannot be presumed to exist, because the statute requires evidence of its existence. An officer who has let a contract without complying with the law requiring him to advertise for bids cannot by permitting performance under it to proceed to any extent make such contract binding upon the United States.

(2) The law does not presume the continuance of the exigency, because the statute provides that it shall be met by an immediate contract. The law requiring advertisements and proposals for public contracts obviously was intended by Congress to invite competition among bidders, and to prevent favoritism and fraudulent combinations in awarding contracts. This competition in the procurement of public supplies as required by law in practice results in economy in the expenditures.

### 18–64

**Certificate required.**—A certificate as to the number of bids solicited and received will be made on each voucher, and the bids received will accompany the first voucher, together with statement and certificate of award, Standard Form 1036, and original signed purchase order. If it is not practicable to obtain confirmation of oral or telephonic bids at the time of purchase, the statement and certificate of award will not be required; but the voucher, Standard Form 1034, on the reverse side, will be filled in to show the method of advertising. If the lowest bid has not been accepted the names of bidders and their prices should also be shown. (See art. 18–40 (3).)

## DEFAULTING CONTRACTORS

### 18–68

(1) **Defaulting contractors, purchase against accounts.**—The right to purchase against a contractor's account accrues at the expiration of

the time limit set by the contract for the delivery of the material or performance of the services. If the right is not exercised immediately when it accrues, the effect is to extend the contract period. Thereafter, before proceeding to make purchase against the defaulting contractor's account, it will become necessary to set a new closing time for the contract and this date must allow the contractor a reasonable time in which to make delivery after notice is given. This procedure is necessary to make the contractor legally liable for any excess costs incurred in the purchase. The right of purchase should be exercised only after careful deliberation in order to avoid an injustice to the contractor and to protect adequately the interests of the Government. The following questions should be considered prior to a purchase of this nature:

(*a*) Is the material urgently required?

(*b*) Can the contractor be depended upon to deliver in time to meet the urgency?

(*c*) Can the materials be obtained earlier by purchase against account than from the contractor?

(2) The proposals on a purchase against an account shall bear no reference to the fact that they are to cover a purchase against an account. Proposals shall be distributed as widely as possible in order that maximum competition may be obtained, and if possible such competition shall be as wide as that on the original purchase. Where bids were invited on more than one condition of delivery in the original advertisement, supplemental bids will be invited under the same conditions of delivery.

(3) In making award the bids received should be given the same consideration as the original purchase, and care must be exercised to avoid an award without the contractor's consent, on a basis which is not in accord with the original purchase and which might relieve him from paying the excess cost.

(4) In preparation of vouchers to cover deliveries by the defaulting contractor the excess cost only of the item or items that the contractor defaulted upon will be charged to his account. The amount purchased from the contractor supplying in place of the defaulting contractor will be the actual amount that the new contractor bid.

(5) Purchasing officers shall immediately on making a purchase against account notify the defaulting contractor of the purchase and, if excess costs are involved, shall make formal request for payment, with a copy thereof to the disbursing officer paying the account. If the contractor fails to satisfy the request, the disbursing officer shall deduct the excess cost from any money due to the defaulting contractor. When money due to a defaulting contractor will not cover the excess cost of the items purchased against the contractor's account, the disbursing officer will take steps to deduct the amount from any other contracts with the contractor. When all the means described above fail to recover the excess cost, the purchasing officer will under-

take collection either by depositing the guarantee furnished by the contractor or by demand on the contractor's surety.

(6) The total excess cost shall be determined on the basis of the contract class or group of items as a whole. A saving under one item or class will offset a corresponding excess cost under another item or class purchased under the same contract. Where the total cost of the purchase on account is less than the original contract price, the defaulting contractor is not entitled to a credit for the saving (Comp. of the Treas. Dec., Sept. 6, 1913). In case of default under a contract which provides for cash discount for prompt payment, the defaulting contractor, in the absence of any provision in the contract to the effect that such discount is to be taken into account in determining the excess cost, is liable only for the amount of the open market purchase in excess of the contract unit price (4 Comp. Gen. 807). In cases where the dealer, from whom supplies are purchased in the open market against the account of a defaulting contractor, allows a cash discount for prompt payment, the defaulting contractor will be given the benefit of such discount and will be charged only the difference between the contract price and the amount actually paid for the supplies in the open market (16 Comp. Dec. 533).

(7) In case a contractor defaults in delivery of a part of the supplies and it is necessary to purchase in the open market against his account the excess cost, if any, between the contract and open market prices will be deposited in the Treasury of the United States as a credit to "Miscellaneous receipts" by the disbursing officer paying the account. When adjustment is made by deduction from the amount due the defaulting contractor the voucher covering supplies actually furnished by the defaulting contractor will show that the contractor defaulted, also the name of the contractor from whom supplies were purchased against his account. There will also be entered separately on the voucher in the column "Differences" the following captions: "Difference in contract price—credit 'Miscellaneous receipts' " and "Amount payable to contractor." Opposite the first caption will be shown the excess cost of items procured in the open market, and opposite the second caption the net amount due the contractor. In the "Total" column will be shown the total amount chargeable to the appropriation, that is, the amount to be credited to "Miscellaneous receipts" plus the net amount due the contractor. Two Treasury checks will be drawn in payment of the account, one in favor of the Treasurer of the United States in amount of the excess cost and one in favor of the contractor to cover the net amount due. The amount of the check payable to the Treasury will be taken up in the disbursing officer's accounts in the same manner as other collections, shown on his schedule of collections for the period as a credit to "Miscellaneous receipts," and deposited in his official checking account with the Treasury on Form 6599.

(8) The voucher in favor of the contractor from whom the supplies were obtained in the open market should bear a notation that the supplies included therein for payment were obtained against account of defaulting contractor, giving name of defaulting contractor. The disbursing officer in paying these accounts will make cross reference by entering voucher number, month, and year in which payment was made, and name of disbursing officer.

### DECEASED PERSONS

### 18–70

**Expense of burial.**—The remains of officers and enlisted men and accepted applicants for enlistment, including retired officers and retired enlisted men who die while on active duty, members of the Marine Corps Reserve who die while on active or training duty or while performing authorized travel to or from such duty, will be buried at Government expense, subject to the provisions of articles 18–71 and 18–72. Accepted applicants will be considered such after rejection up to the time of their arrival at the recruiting station where they were originally accepted. When the remains of a retired officer or enlisted man, or inactive member of the Fleet Marine Corps Reserve, who has died in a naval hospital are unclaimed, burial will be made under the annual contract of the hospital, as set forth in paragraph 2992 of the Manual of the Medical Department. Detailed information for the next of kin is contained in NMC–817. (See art. 18–72 (9), for funeral expenses of a reservist who dies on active duty.) [C. M. C. M. 1]

### 18–71

(1) **Shipment of body and effects.**—When the unaccompanied body and effects of a deceased member of the Marine Corps are to be forwarded to the home of the deceased, shipment in the United States will be made by express, at Government expense, and the consignee notified by telegram. When men on active duty die outside the continental United States, shipment will be made via Government vessel, if practicable, otherwise by commercial carrier, and consigned to the commanding officer of the naval hospital at the port of debarkation for further shipment to destination. If there be no naval hospital at or in the immediate vicinity of that port, the shipment will be consigned to the Marine Corps depot or post quartermaster, there, except that bodies shipped to the United States from Asiatic stations will be consigned to the Commandant of the Twelfth Naval District at San Francisco, Calif. In the case of cremated remains, shipment in the United States will be made in the most economical manner other than by ordinary freight. (See arts. 16–212 and 16–270.)

(2) At the request of relatives, or in the absence of such request upon the authority of the Quartermaster, the remains of officers and enlisted men that have been interred outside of the continental United

States may be subsequently disinterred and shipped to the United States for reinterment in a national cemetery or at the home of the deceased. The cost of disinterment, shipment to the United States, and reinterment in a national cemetery will be borne by the Government. The expense of reinterment at the home of the deceased will be borne by the Government, subject to the provisions of article 18-72.

(3) In cases where the remains of deceased officers and enlisted men have been buried in the United States prior to receipt of requests from next of kin for shipment of remains to home of deceased, or in cases where it is impracticable to communicate with the next of kin, or where it was impracticable to ship the remains at time of death, the remains of such deceased officers and enlisted men may be disinterred and prepared for shipment and forwarded to the home of the deceased at Government expense upon subsequent request of the next of kin, and reinterment at home of deceased will be made at Government expense, as provided in article 18-72; but where the remains of deceased officers and enlisted men have been buried at the place of demise or in a national or post cemetery in the United States after the next of kin has directed that the remains be not shipped home, or after reinterment after transportation from place of demise outside of the United States to a national cemetery in the United States, subsequent disinterment and shipment to home of deceased of the remains at the request of relatives will not be made at the expense of the Government.

(4) When death occurs outside the District of Columbia and burial in the Arlington National Cemetery is desired, the body should be consigned to the Officer in Charge, Arlington National Cemetery, Fort Myer, Va., and billed to Washington, D. C. This will obviate the necessity and delay of obtaining a permit for the transfer of the body through the District of Columbia. As soon as the body has been shipped a telegram will be sent to Headquarters, Marine Corps, and the Officer in Charge, Arlington National Cemetery, Fort Myer, Va., giving the date of shipment, dimensions of outside box, number of persons in funeral party, and the date, hour, and number of train on which body will reach Washington.

(5) Whenever practicable, the shipment should be so timed as to arrive in Washington between the hours of 8 a. m. and 2 p. m., because the Government hearse is available only between those hours. Should the body arrive after 2 p. m., it will have to remain at the Union Station until the following morning, when it will be removed to the Arlington National Cemetery and placed in the receiving vault pending funeral arrangements. The services of an undertaker in Washington are not required in cases of this kind, nor is there any expense attached to the opening and closing of the grave in Arlington.

(6) Under no circumstances will burial be made in Arlington National Cemetery on a Sunday or national holiday, or on Saturday after 11 a. m.

(7) **Escorts, flags for draping coffins, disposition of remains and personal effects.**—(See arts. 3–3, 3–4, 3–5, 3–6, 16–29, 16–212, 16–270, and 16–279.)

## 18–72

(1) **Burial expenses.**—(*a*) The following reasonable and customary services will be allowed at the time and place of burial, viz:

Embalming.
Casket.
Outside box.
Undertaker's fee.
Hearse.
Carriages or automobiles (not exceeding two).
Digging of grave.
Grave space.
Minister's fee.
Cremation (in lieu of embalming and burial) (Comp. Gen. No. A–24771, October 27, 1928).

(*b*) The sum of $200 will be the maximum allowed for the above services in cases where the Government has not been placed to any expense; and in cases where the Government has incurred expense, such as in the preparation of the remains and the furnishing of a casket, and additional expense is incurred at the home of the deceased, a maximum of $100 will be allowed. In cases where, through unusual circumstances, either of the above amounts is necessarily exceeded, or services other than those enumerated above are procured, authority for payment must have the approval of the Quartermaster. The above amounts are exclusive of the cost of shipment of the remains of the deceased to the place of burial.

(2) The post quartermaster or recruiting officer will forward to the Quartermaster a written report of the disposition of the remains, with an itemized statement of all expenses incurred in connection therewith, such as the cost of embalming, casket, transportation, etc.

(3) Where necessary, and burials are likely to be sufficiently numerous to warrant it, contract will be made with an undertaker or other competent person for the preparation and encasement of the remains of Marine Corps dead for shipment or interment, and for authorized services in connection with their burial, during the fiscal year, in like manner as provided for the procurement of other services by annual contract. The Bureau of Medicine and Surgery, Navy Department, has issued the necessary instructions covering the burial of retired enlisted men who die at naval hospitals.

(4) Under the act of March 3, 1905 (33 Stat. 1196), the War Department will provide the sum of $45 in each case, exclusive of cost of grave, for the burial of all honorably discharged indigent ex-marines who die in the District of Columbia or immediate vicinity and are buried within said limits.

(5) The expenses incident to the preparation and burial of deceased men of the Marine Corps are payable from the appropriation

"General expenses, Marine Corps," except in the cases of those who die at a naval hospital, in which cases the expenses are payable from the appropriation "Care of the dead."

(6) The Secretary of the Navy may, in his discretion, cause to be transferred to their homes at public expense the remains of civilian employees of the Navy Department or the Naval Establishment who have been ordered from their homes in the United States to duty outside the continental limits of the United States and who die while on such duty or while performing authorized travel to or from such duty.

(7) Where burial is made at place of demise, or in a post cemetery, and other means are not available, the cost of digging grave may be paid by the Quartermaster's Department.

(8) **Pay for services of clergymen.**—Pay for services of clergymen at burials of enlisted men may be allowed when the services of a Navy chaplain are not available.

(9) The funeral expenses of reservists who die while on active or training duty, or while performing authorized travel to or from such duty, are payable from the appropriation "Care of the Dead." [C. M. C. M. 1.]

## DESERTERS AND STRAGGLERS

## 18–75

(1) **Payment of reward.**—A reward not exceeding $50 will be paid for the apprehension and delivery of a deserter, and one not exceeding $25 for the delivery of a straggler, when offered by the Major General Commandant, the commanding officer of a post, a recruiting officer, the commanding officer of a naval vessel, or a depot quartermaster. In special cases, when by reason of the distance to be traveled the amount of the reward would not compensate, transportation may be furnished, upon order of the Major General Commandant, to the civil officer for round trip for himself between place of arrest and place of delivery in addition to the reward.

(2) Payment of a reward for the delivery of a deserter is not authorized where no reward was offered prior to such delivery. However, in such a case the necessary expenses incurred in such delivery by the person making the same may be paid upon approval by the Major General Commandant (20 Comp. Dec. 767).

(3) Vouchers for payment of reward for a deserter or straggler will be prepared in favor of the person complying with the terms of the offer of reward ( a copy of which must be attached to the voucher), and will show the full name of the man delivered, together with his

rank, status, i. e., whether deserter or straggler, and place of delivery, and when and upon whom request for checkage of the amount of the reward against the pay of the deserter or straggler concerned has been made; e. g., "Request for checkage in this case made on Commanding Officer, Marine Barracks, Washington, D. C., May 2, 1927, on Form NMC–698."

(4) The amount of the reward paid and the cost of transportation furnished, or expenses of delivery paid, as authorized in this article, will be checked against the pay of the deserter or straggler concerned. Request for such checkages will be made on NMC–698.

(5) When a deserter surrenders himself to military authority upon advice of his attorney, the attorney is not entitled to reward offered for apprehension of deserters, his claim to such reward being incompatible with his duty to his client ( 27 Comp. Dec. 482).

## 18–76

(1) **Checkage of cost of transportation.**—The cost of the transportation of a deserter or straggler from place of his surrender or delivery to military control to his proper station, or to such place as the Major General Commandant may direct, shall be checked against his pay and the Quartermaster furnished with an itemized certificate of such checkage on Form NMC–698. The checkage will be limited to the cost of transportation, including subsistence and transfers en route, furnished for the deserter or straggler himself. The following items of expense will not be checked against the pay of a deserter or straggler: Cost of subsistence furnished him at a recruiting station while awaiting transfer, cost of medical examination, cost of telegraphing or telephoning in connection with his apprehension or return, cost of transportation and subsistence furnished to guards.

(2) The officer to whom a request for checkages on NMC–698 is addressed will acknowledge receipt thereof and report action taken to the Quartermaster as indicated on the form.

(3) Officers will be held pecuniarily responsible for losses sustained by the Government through their failure to request the checkage prescribed in this and the preceding article or their failure to comply with requests for such checkages.

(4) In case a deserter is discharged as unfit for the service, or for any other reason, without settlement of accounts, an itemized statement of all expenses incurred will be reported on NMC–698 to the Major General Commandant, with request that the Paymaster, Marine Corps, be directed to check the amount involved against the pay account of the deserter concerned on the deserters' roll, and the original request for checkage, properly completed, should be subsequently transmitted to the Quartermaster.

## 18–77 to 19–0

## CHAPTER 19

# BUILDINGS, QUARTERS, AND FURNITURE

## BARRACKS AND QUARTERS

### 19–1

(1) **Authority for alterations.**—Permanent or temporary exterior or interior alterations, modifications of or additions to barracks, officer's quarters or other public buildings will not be made without the authority of the Quartermaster.

(2) New permanent structures and buildings require authorization by Congress and recommendations therefor must first be submitted to the local shore development board for inclusion in the stations' annual development program.

(3) Temporary buildings or additions and improvements to existing buildings do not require authorization by Congress and recommendations pertaining to such should be submitted to the Quartermaster.

### 19–2

(1) **Repairs and improvements.**—At marine barracks, located in navy yards or naval stations where the cost of building repairs is chargeable against Marine Corps appropriations, and where the work is of such nature that it cannot be performed by enlisted labor, post quartermasters will submit requests for necessary repairs and recommended improvements to buildings, grounds, and roads, including plumbing, heating, and electric systems, etc., to the Quartermaster for approval and allotment of funds to cover. Such requests should be submitted in letter form accompanied by the public works officer's written estimate of the cost involved and recommendation made whether the work can be undertaken by the station labor force or by public works contract. Where the repairs or improvements recommended involve architectural or engineering features or structural changes to the building, a plan sketch or blueprint should be forwarded with the request. No work of any nature involving direct charges against Marine Corps appropriations will be undertaken without first obtaining allotment of funds to cover the cost involved.

(2) **Minor emergency repairs.**—In cases of minor emergency repairs to machinery, plumbing, and heating systems, etc., when it is intended to have the work done by public works department, where an annual allotment for this purpose has not been authorized, the matter should be referred to the Quartermaster requesting an allotment of the necessary funds, stating the nature and necessity of repairs and that the work is to be performed by public works department.

(3) At Marine Corps posts where there is a stabilized labor force for maintenance work employed by the Marine Corps, post quartermasters will submit to the Quartermaster, for approval semiannually or quarterly, as conditions may best determine, requests and recommendations for a work program, other than ordinary routine repairs, detailing the projects of repairs and improvements to be undertaken and the estimated cost of labor and materials, together with a brief justification for each project.

## 19-3

**Inspection when private buildings or lands vacated.**—When private buildings occupied as barracks or quarters or lands occupied as encampments are vacated the commanding officer and post quartermaster will make an inspection of them, and the latter shall report, through the prescribed channels, to the Quartermaster their condition and any damage which has resulted to them by reason of such occupancy.

## 19-4

**Messroom.**—A room may be set aside at a post as a messroom when a sufficient number of its officers unite in a mess.

## 19-5

(1) **Numbering of quarters.**—Post quartermasters shall have the officers' quarters at every post located outside of a navy yard or naval station boundary designated by numbers, the various rooms therein to be designated by name, except the chambers, which are to be numbered, viz: "Quarters No. 1; Parlor," "Quarters No. 1, Chamber No. 1," etc. Regardless of its location relative to other quarters, the quarters of the commanding marine officer shall be designated as quarters No. 1, other quarters to be consecutively numbered. Bachelor officer quarters, flats, apartments, or suits located in the same building will be designated by the proper number, followed by a further designation by letter for each flat, suite, or apartment located in the building, viz: "Quarters No. 8—Apt. A," "Quarters No. 8—Apt. B," etc., the abbreviation "Apt." to be used in all cases instead of "flat," "suite," or "apartment." In case of double quarters where two sets of adjoining quarters are located in the same building, each set will be given a separate number.

(2) Where the post lies within the boundary of a navy yard or naval station, the letter "M" shall be prefixed to the existing designated numbers of quarters, barracks, and other buildings of the post, and such numbers and letters shall not be changed.

## 19–6

**Concentrated lye.**—The use of concentrated lye upon the floors and woodwork of barracks and kitchens is forbidden.

### ASSIGNMENT OF QUARTERS

## 19–10

**Law governing.**—The assignment of quarters is governed by the ~~law and~~ Executive order quoted in article ~~24–21.~~ 24-25

## 19–11

**By whom made.**—The assignment of marine quarters at a post or station will be made by the commanding officer of marines, who is the competent authority for that purpose (art. 1819 (4) Navy Regulations).

## 19–12

(1) **When and how made.**—When an officer reports for permanent duty at a post or station where there are public quarters, the commanding officer will immediately, in writing, assign the officer adequate quarters, if available, as determined under the provisions of article 19–13, and will endorse on his original orders, at the time of reporting, the fact that adequate quarters were assigned, effective from date of reporting (or other effective date); or, if there are no adequate quarters available, will likewise endorse thereon the fact that no adequate quarters are available for assignment.

(2) A certified copy of such orders, bearing such certificate of the commanding officer, will be filed with the first voucher for pay and allowances thereafter submitted.

(3) Public quarters at a post or station will be considered as not being available only when all the quarters at a post or station are assigned to officers or noncommissioned officers authorized to occupy them.

## 19–13

(1) **Conditions governing.**—In determining the adequacy of quarters the commanding officer will give due consideration to the rank of the officer and to the number, age, and sex of dependents, if any.

(2) If the quarters for assignment to the commanding officer personally are considered by him to be inadequate, the facts will be re-

ported to the Major General Commandant, or in the Department of the Pacific to the department commander, for final determination and assignment.

(3) At all posts and stations where, in the opinion of the commanding officer, the quarters are sufficient for the purpose, the following will govern their assignment and occupancy:

(*a*) Where, in the opinion of the commanding officer, it is desirable for the efficiency of the post that field officers and permanent or acting staff officers should live in public quarters, he may assign quarters to such field officers and permanent or acting staff officers, such assignment, when once made, to be permanent during the period these officers are attached to the post, except as otherwise provided in article 19–17, such permanency to be irrespective of a change of commanding officers. Should, however, the commanding officer consider it more advisable to have officers other than field and permanent or acting staff officers occupy quarters in the post, the quarters hitherto occupied by such field and staff officers may be assigned to other officers when vacated by the field and permanent staff officers upon the expiration of their duty at the post.

(*b*) Subject to the foregoing paragraph, quarters for other officers at a post will be assigned according to rank, so far as practicable. Assignments of quarters to officers having once been made, these officers will not be disturbed in their occupancy thereof, except as provided in article 19–17. When necessary to displace an officer, the junior officer occupying quarters adequate and proper for the rank of the officer reporting will be the one to be displaced. The particular rooms which constitute a set of quarters will be designated by the Quartermaster. Officers will not be assigned rooms belonging to different sets.

(4) An officer will not occupy more than his proper allowance of quarters except by permission of the commanding officer, and only when there is an excess of quarters at the station. Such occupancy will be regarded as temporary and the fact reported to the Quartermaster.

(5) Any quarters at his permanent station voluntarily accepted and occupied by an officer who has no dependents or by an officer with his dependents shall be conclusively presumed to be adequate.

(6) Any quarters at the permanent station of the officers involved voluntarily occupied jointly by two or more officers having no dependents; jointly by two or more officers with their dependents; jointly by an officer without dependents and an officer with his dependents; jointly by an officer and the dependents of another officer; or jointly by the dependents of two or more officers, shall be conclusively presumed to be adequate for the occupancy of such officers or of such officers and their dependents. If the quarters so jointly occupied were previously assigned to one of the officers, the assignment to the one officer will be terminated and a joint assignment

made. A joint assignment of quarters shall be terminated insofar as any particular officer is concerned when that officer (with his dependents, if any) ceases to participate in the joint occupancy of such quarters.

(7) Social visiting by officers or their dependents, as the guests of persons to whom public quarters are assigned, will not operate to cause a joint assignment of quarters nor to change the rental allowance status of the officer in question. The visit, however, must be bona fide. A visit is bona fide only if the guest be present at the invitation of the host and contribute, neither directly nor indirectly, to the income of the host nor share with the host, directly or indirectly, any of the household or other expense which the host must bear because of such visit.

## 19–14

**Appeals.**—Any officer may appeal to the Major General Commandant, or in the Department of the Pacific to the department commander if he feels that the commanding officer has not properly determined his case, and the Major General Commander or department commander, as the case may be, will confirm or change the assignment made by the commanding officer in such case.

## 19–15

**Temporary duty.**—Every officer on reporting for temporary duty at a post or station where there are public quarters not needed for assignment to officers on permanent duty thereat may be assigned public quarters, but no officer unaccompanied by dependents will be permitted to occupy as quarters at a post or station, other than his permanent station, more than one room and bath.

## 19–16

**Reassignment to officers required to vacate quarters.**—Every officer deprived of his quarters under any conditions other than those stated in article 19–17 (1) (*a*), (*c*), and (*f*) will be immediately assigned other adequate quarters, if available, as determined under the provisions of article 19–17.

## 19–17

(1) **Termination of assignment.**—An officer's assignment of quarters at his permanent station shall be terminated in writing by the officer chargeable with making assignment of quarters thereat, the actual date of such termination will in no case be earlier than the date of vacation of such quarters, and shall be terminated under the following conditions only, except as provided in article 19–13 (6).

(*a*) When the post or station ceases to be the permanent station of the officer concerned.

(*b*) When, on his departure from his permanent station either on temporary duty, to hospital for observation or treatment, on leave of absence, or on sick leave, under orders to relieve him from duty at his permanent station during or at the termination of his absence, unless the officer files a request to the contrary.

(*c*) When orders are received for an officer absent from his permanent station on temporary duty, in hospital, on leave of absence, or on sick leave, relieving him from duty at his permanent station, during or at the termination of his absence, unless the officer or his authorized agent files request to the contrary.

(*d*) When the quarters occupied by an officer are required for assignment to another entitled to such quarters in accordance with designations for assignment previously approved by the Major General Commandant.

(*e*) When the status of an officer without dependents is changed to that of an officer with dependents, and the bachelor quarters assigned him are unsuitable for an officer in a married status.

(*f*) When, upon the recommendation of the commanding officer and with prior approval of the Major General Commandant.

## 19–18

**Where quarters are not furnished.**—Enlisted men on duty where quarters in kind are not furnished will be granted allowances as prescribed in Executive order. (See art. 14–103.)

## 19–19

**Inspection of quarters.**—When quarters are to be allotted, an inspection of them will be made by the post quartermaster, and in case other than minor repairs and improvements are advisable, a board of survey will be requested to determine the work to be done and the cost thereof.

## 19–20

**Responsibility for damage.**—Officers are held responsible that quarters occupied by themselves shall not sustain any damage beyond the ordinary wear and tear during such occupancy; and for any damage due to carelessness, willfulness, or neglect, or other avoidable cause, the officer occupying the quarters shall be responsible. Neglect by any officer or enlisted man to take proper care of rooms or furniture used by him is a military offense.

## FURNITURE AND QUARTERS

### 19–21

**Accountability.**—Post quartermasters will account for each article of furniture provided by the Government in the quarters and offices occupied by the commanding officer and the officers under his command, in accordance with instructions contained in chapter 17, with such modifications as to arrangement of items on the property account as the Quartermaster may authorize in special cases.

### 19–22

**Marking furniture.**—No article of furniture shall be removed from the quarters for which intended without permission from the post quartermaster, and the furniture placed in each room will be distinctly marked as follows: Parlor furniture, P; dining-room furniture, D; hall furniture, H; bathroom furniture, B; kitchen furniture, K; chamber furniture, C1, C2, C3 (according to the number of the room); pantry, Py; laundry, Ly; library, L, etc., unless otherwise authorized by the Quartermaster.

### 19–23

**Memorandum receipts for furniture.**—Itemized memorandum receipts of all the furniture in the quarters about to be occupied by them will be required from all officers and given to the post quartermaster. On this receipt the condition of each piece of furniture and of the woodwork, walls, and ceilings will be accurately stated, any defects, such as broken chair rungs, marks on tables from hot dishes, ink spots on carpets, etc., being carefully noted. The officer taking quarters should retain a copy of this receipt. Officers are advised carefully to inspect the condition of the quarters assigned and their contents previous to signing the receipt, and to see that all defects, both of furniture and woodwork, walls, and ceilings, are noted thereon, as they will be held strictly responsible for any damage to quarters and furniture during their occupancy, not due to ordinary wear and tear.

### 19–24

(1) **Inventory and survey of furniture and quarters.**—When an officer is to be detached or leaves his quarters, or at such other times as the commanding officer deems advisable, a board of inventory and survey will be convened to inventory and inspect all articles of furniture in the quarters and to examine woodwork, walls, and ceilings, reporting in duplicate on Form NMC–194 their condition at that time, and making recommendations as to any repairs or replacements necessary. Prior to inventory, each article of furniture will be placed in the

room in which it belongs. The last occupant will deliver to the board every article issued to him on memorandum receipt; any missing article must be accounted for and upon complete delivery as specified, memorandum receipt will be canceled. Original report, with two copies, shall be forwarded via the post quartermaster and commanding officer to the Quartermaster. When accomplished report shows quarters, furniture, and so forth, in good or serviceable condition, and contains no recommendation as to repairs or replacements, the original only will be forwarded to the Quartermaster, copy being retained in the office of the proper accountable officer. [C. M. C. M. 3.]

(2) In describing condition of furniture, the following terms will be used by board: "Excellent," "Good," "Fair," or "Bad," the two latter designations to be followed by an explanation in case the board recommends repairs, painting, plastering, or papering.

(3) If any article of furniture is missing, the board will state who was responsible for same when loss occurred and whether he should be held pecuniarily liable. If any article of furniture is unserviceable or has been damaged, the board will state whether same should be repaired or replaced, with estimate of cost; also whether responsible party should be held pecuniarily liable and to what extent. Officers occupying public quarters will not be relieved of the responsibility for damage to furniture and quarters, unless it is clearly shown that such damage was caused by ordinary wear and tear and was not due to carelessness, willfulness, or neglect on the part of the occupants of the quarters.

(4) If woodwork, walls, or ceilings have been damaged or defaced by nails, screws, or otherwise, the board will state in whose charge the quarters were when damaged, with amount, nature, and estimated cost of repairs necessitated thereby, and whether he should be held pecuniarily liable. If woodwork, walls, or ceilings require repairs, painting, plastering, etc., the board will state in detail where required and extent of work, and recommend whether work should be performed by post labor or by the public works department. If of the opinion that work should be performed by the public works officer, the report of the board should be accompanied by an estimate of cost from the public works officer.

(5) In the event that repairs to furniture or quarters are necessary, or new furniture should be purchased, open-purchase requisition, if required, should be submitted by the post quartermaster and accompany NMC–194.

## 19–25

**Selling or destroying furniture.**—No article of furniture will be sold or destroyed except upon the recommendation of a board of sudvey duly approved.

## 19–26

**Painting furniture.**—Furniture finished in natural wood, or in imitation thereof, or polished, varnished, enameled, or lacquered will not be painted without specific authority from the Quartermaster. Request for such authority and recommendations of boards of survey that such furniture be painted, will state in detail the reasons therefor.

## 19–27

The Government will provide for married officers and noncommissioned officers in public quarters, appropriate furniture, except mattresses and bed linen; and for bachelor officers in public quarters, appropriate furniture including standard Marine Corps issue bunks, mattresses, pillows, and bed linen.

[C. M. C. M. 1.]

## 19–28 to 20–0

## Chapter 20

# UTILITIES

### GENERAL PROVISIONS

### 20–1

**Classification.**—Central heating plants, steam-distributing systems, power and electric generating plants and distributing systems, incinerators, laundries, refrigerating plants, and water-supply systems are classed as "utilities." Fuel, supply, and allowances of light are also included under this general head.

### 20–2

**Operation.**—Where utilities are Government owned and operated as Marine Corps activities, the Quartermaster's Department is charged with their proper maintenance and operation.

### 20–3

**Historical record.**—At every post where utilities are owned and operated by the Marine Corps, there will be kept under the supervision of the post quartermaster, on authorized forms provided for the purpose, a complete permanent historical record of the buildings, system, and equipment pertaining to each utility. Any changes in such buildings, systems, or equipment will be promptly recorded in such record and reported to the Quartermaster.

### 20–4

(1) **Cost accounting.**—A uniform cost-accounting system has been put in effect covering utilities furnishing heat, light, water, refrigeration, and laundry services, and the following forms covering the reports on such system have been adopted and should be prepared in accordance with printed instructions thereon supplemented by circular letters issued by the Quartermaster from time to time:

NMC–754, Consolidated monthly cost data of operation and maintenance of Marine Corps owned and operated utility plants.

NMC–754a, Analysis of operation of steam-boiler plant.

NMC–754b, Analysis of operation of electric-generating plant.

NMC–754c, Analysis of operation of refrigeration plant.

NMC–754d, Analysis of operation of water-pumping and water-treating plants.

NMC–754e, Analysis of operation of laundry.

NMC–195, Monthly statement of fuel and light furnished public quarters.

(2) These forms will be completed each month and forwarded to the Quartermaster as soon as practicable after the close of each month.

(3) Only actual issues should be shown on pages 2 and 3 of Consolidated Monthly Cost Data of Operation, etc., NMC–754. Each month all sales and transfers to other departments of electric current, steam, and water should be shown under the heading of "Expenditures" on page 1, and copies of naval invoices and sales vouchers should be attached thereto. Sales and transfers of coal, wood, gasoline, kerosene, fuel oil or coke are not required to be listed on this form, but copies of sales vouchers or transfers will be attached for information of the Quartermaster. (See art. 17–82.)

## 20–5

**Repairs and improvements, Marine Corps plants.**—The value of charges, which cover major installations, having no relation to repairs of existing equipment, should not be charged to operating expenses. Cost of repairs to, and parts for equipment once installed is classed as maintenance and is chargeable against operating expenses and should be reported in space provided for that purpose on the applicable forms.

## 20–6

**Instructions for operation of power plants.**—Officers in charge of the operation, maintenance and care of utilities equipment will be governed by the instructions contained in the Bureau of Yards and Docks Manual relative to operation and maintenance of power plants, which include central heating plants, electric lighting systems, refrigerating machinery, air compressors, and all auxiliary units in connection therewith.

## 20–7

**Transformers** must be kept free from the possibility of moisture entering the shell and should be frequently inspected to determine their condition.

## FUEL AND HEATING PLANTS

### 20–11

**Frequent inspection** of all fuel-consuming apparatus and methods of firing will be made under the direction of the commanding officer, with a view to preventing abuse of equipment and waste of fuel. Prompt action will be taken to fix responsibility in case proper care has not been taken of such utilities. The responsibility for care of fires and fuel-consuming equipment in officers' or noncommissioned officers' quarters devolves upon the occupants of such quarters.

### 20–12

**Cleaning of boilers, etc.**—Whenever quarters are vacated, the heating boilers, range, stove, or furnace should be thoroughly cleaned and the stovepipe taken down and residue removed. Great care should be exercised to prevent the piling up of ashes under the grate and permitting water to become low in the boilers, as most of the damage to furnaces results from these causes.

### 20–13

**Inspection in the spring.**—In the spring, as soon as possible after the fires are out for the season, inspection of heating systems shall be made under the supervision of post quartermasters and estimate submitted for necessary repairs.

### 20–14

**Draining of heating plants.**—At the end of each heating season, all heating boilers, both for steam and hot-water plants, and all piping, radiators, expansion tanks, etc., pertaining thereto, must be thoroughly drained, by opening blow-off valve at bottom of boiler. During drainage all air valves, radiator valves, and all valves on piping should be opened wide. Valves and cocks on water column of boiler will be left wide open. Siphons of gage and of damper regulator must be properly drained. After being drained and cleaned, a hot-water plant should be immediately refilled.

### 20–15

**Firing and care of heating boilers.**—When available, a sufficient number of enlisted men will be assigned for the firing and care of heating boilers in barracks, officers' quarters, and messes at a post or station.

## FUEL ALLOWANCES

### 20–20

Allowances of fuel.—The basic law under which Marine officers are entitled to heat and light at the expense of the United States is contained in the Army Appropriation Act, approved March 2, 1907 (10 U. S. C. 723), as follows:

> *Provided*, That hereafter the heat and light actually necessary for the authorized allowance of quarters for officers and enlisted men shall be furnished at the expense of the United States under such regulations as the Secretary of War may prescribe.

The allowance and issue of fuel is therefore governed by Army Regulations and circulars, as published from time to time, supplemented by orders and circulars from the quartermaster department of the Marine Corps.

### 20–21

(1) **Fuel for cooking and heating water.**—Each officer or enlisted man entitled to and occupying public quarters will be furnished, at the expense of the United States, with the quantity of fuel required to do the necessary cooking and to heat the necessary water in the building to which assigned at a post or station. The allowances of fuel per month expressed in terms of standard fuel (anthracite coal) for cooking and heating water in public quarters are as follows:

(*a*) For commissioned, commissioned warrant, and warrant officers—
  (1) For cooking, 1,100 pounds.
  (2) For heating water, 1,300 pounds.
(*b*) For noncommissioned officers of the first three grades—
  (1) For cooking, 750 pounds.
  (2) For heating water, 750 pounds.
  (3) For mechanical refrigerators, when operated, 300 pounds (equivalent in electric current 60 kilowatt-hours).

(2) The following table of allowances covers the several kinds of fuel commonly used in the Marine Corps:

FOR OFFICERS AND ENLISTED MEN

| Kind of fuel used | Unit | For officers | | For enlisted men | |
|---|---|---|---|---|---|
| | | Cooking | Heating water | Cooking | Heating water |
| (*a*) Anthracite coal | Pounds | 1,100 | 1,300 | 750 | 750 |
| (*b*) Semibituminous or screened lump bituminous coal. | Pounds | 1,300 | 1,500 | 850 | 850 |
| (*c*) Gas (natural or artificial) | Cubic feet | 2,750 | 5,200 | 1,875 | 3,000 |
| (*d*) Gasoline or kerosene | Gallons | 26 | 30 | 18 | 18 |
| (*e*) Electricity | Kilowatt-hours | 220 | 433 | 150 | 250 |

FOR BACHELOR OFFICERS

| Kind of fuel used | Unit | Purpose | Average number of persons served | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | 1–5 | 6–10 | 11–20 | 21–30 | 31–40 | 41–50 |
| (*a*) Anthracite coal | Pounds | Cooking | 3,000 | 5,000 | 6,000 | 7,000 | 8,000 | 9,000 |
| | | Heating water | 4,000 | 6,000 | 7,000 | 8,000 | 9,000 | 10,000 |
| (*b*) Semianthracite, semibituminous, or screened lump bituminous coal. | Pounds | Cooking | 3,400 | 5,600 | 6,700 | 7,800 | 8,900 | 10,000 |
| | | Heating water | 4,500 | 6,700 | 7,800 | 8,900 | 10,000 | 11,120 |
| (*c*) Gas (natural or artificial) | Cubic feet | Cooking | 7,500 | 12,500 | 15,000 | 17,500 | 20,000 | 22,500 |
| | | Heating water | 16,000 | 24,000 | 28,000 | 32,000 | 36,000 | 40,000 |
| (*d*) Gasoline or kerosene | Gallons | Cooking | 71 | 118 | 142 | 165 | 189 | 212 |
| | | Heating water | 95 | 142 | 165 | 189 | 212 | 235 |
| (*e*) Electricity | Kilowatt-hours | Cooking | 600 | 1,000 | 1,200 | 1,400 | 1,600 | 1,800 |
| | | Heating water | 1,334 | 2,000 | 2,334 | 2,667 | 3,000 | 3,334 |

NOTE.—Allowances for cooking for officer's messes includes heating water for kitchen purposes. Allowance for heating water is for bathing and lavatory purposes only. If special kitchen appliances are installed and are being used, such as mechanical dishwashers, steam tables, steam cookers, etc., requiring steam or extremely hot water, then the quantities shown under head of Cooking may be increased 33⅓ percent.

(3) Where fuel other than the kinds stated herein is used for cooking and heating water, request for allowances should be made on the Quartermaster. Where the hot water is supplied quarters from a central plant, the allowance for cooking only applies. Standard quantities of fuel for domestic use for heating the quarters, heating water, cooking, and for light may be combined and the money value of savings accruing under one item applied to offset money value of excess accruing under another item; for example, savings in allowance for heating or cooking may be applied to offset excess in light.

(4) The allowances of fuel for cooking and heating water are cumulative for the entire fiscal year or for such period of the fiscal year as the occupant of the quarters may serve at the same post or station. Savings cannot be carried from one post or station to another, but in case an individual is authorized under proper authority to move from one set of public quarters to another at the same post or station, the saving in one location may be applied to offset any excess used in another location. Settlement for fuel and light used in excess of the prescribed allowances will be made either at the end of the fiscal year or at such time as the responsible person may be transferred to another post or station. The occupant of the quarters will be charged for quantities consumed in excess of prescribed allowances.

(5) Persons entitled to and occupying separate quarters at their permanent station are entitled to the allowances of fuel herein stated during any temporary absence on leave, or temporary duty, or when sick in hospital.

(6) Fuel allowances being cumulative, it will be necessary for the post quartermaster to inventory the quantities of fuel on hand unused in each set of quarters at the end of the fiscal year, or when an occupant vacates the quarters in case of individual quarters. A notation will be placed on Form NMC 195, under heading "Remarks," on the final statement showing the quantities of fuel on hand and the reason quarters were vacated, such as "Detached from post"; "Dispossessed"; "Changed quarters to No. ______." The amount on hand will be credited to the account of the officer or enlisted man at the end of the fiscal year, and reissued to the occupant on July 1 of the new fiscal year. The quantities of fuel remaining on hand when a set of quarters is vacated will be reissued to the next occupant of the quarters.

## 20-22

**Fuel for cooking and heating in the Tropics.**—At posts or stations situated in the Tropics, or for troops on expeditionary service, fuel for cooking and heating purposes will be issued in such amounts as may be considered necessary by commanding officers, who will exercise supervision to prevent waste or misuse.

## ACCOUNTABILITY

## 20-23

**Accounting for fuel.**—In addition to being inspected as to quality, coal when received by truck will be weighed and when received in railroad carload shipments, the regular commercial railroad scale weights will be accepted. All coal, wood, gasoline, fuel oil, or other fuel received at a post, whether procured under contract, purchased locally, or transferred from the Navy or other department, which is a proper charge against the Marine Corps, should be taken up on the property account and expended therefrom on Monthly Certificate of Expenditures (NMC-548). Fuel will not be expended from the property account until actually consumed.

## 20-24

**Record of fuel issued.**—The post quartermaster at each post will keep a record of the amounts of fuel issued to each and every building or part of building for which a separate fuel allowance is authorized. A record of each sale made to persons authorized to purchase fuel will be kept. At each post where required, a noncommissioned officer of suitable grade shall be designated for the specific duties of receiving and supervising the issue, sale, and use of all fuel at the post.

## 20–25

**Fuel for Navy quarters, etc.**—All fuel furnished by the Marine Corps to quarters occupied by officers and enlisted men of the Navy or other departments should be invoiced at the end of each month to the department concerned. (See art. 17–95.)

## 20–26

**Sale of fuel.**—Fuel may be sold to officers, including retired officers, and to members of the immediate family of an officer who is at sea or on a remote station and when they reside at places where it can be conveniently done. Fuel will be sold to an officer, or immediate member of an officer's family, only on a certificate that it is for personal or immediate family use. Any sale, exchange, or transfer of fuel sold to an officer under the provisions of this article is forbidden.

## 20–27

**Inventory.**—Every officer accountable for fuel, at the end of each accounting period, or when transferring to a successor, will inventory the fuel on hand. If, as a result of the inventory, the quantity of fuel on hand is found to be in excess of the balance on hand as shown by the property account, the quantity in excess will be immediately taken up by the accountable officer on his property account.

### MECHANICAL REFRIGERATORS

## 20–28

(1) **Installation.**—Where mechanical refrigerators are installed in officer's quarters, they will be attached to the lighting circuit of the quarters concerned without an additional meter to measure current consumed thereby.

(2) **Current chargeable to occupant of quarters.**—The cost of electric current consumed by mechanical refrigerators installed in officer's quarters does not constitute a proper charge against the authorized light allowance, and in absence of any law to the contrary, will be charged to the occupant.

(3) The Quartermaster will establish a flat charge, at the time of installation, to cover maintenance cost of the mechanical equipment and current consumed thereby. (See art. 17–80.)

(4) An allowance of electrical current will be established by the Quartermaster, for each mechanical refrigerator, according to size, and the post notified accordingly. This allowance (which is covered in the flat charge) will be deducted from the total current consumed as registered by the light meter, and not charged against the officer's light allowance.

(5) In all cases where a flat charge per month is established for operation of mechanical refrigeration, the quantity of electric current allocated for use in each unit will be shown separately on page 2, of consolidated monthly utility report (NMC-754). Care should be exercised not to include the current consumed for refrigeration in the quantity used for heat and light.

### ELECTRICAL APPLIANCES

## 20-29

(1) **Installation.**—No installation of electrical apparatus will be permitted unless the service connections, transformers, meters, and interior wiring are of suitable size and capacity, and the plant is capable of carrying the additional load.

(2) When electric fans, flatirons, percolators, vacuum cleaners, or other similar apparatus are installed in officers' or noncommissioned officers' quarters, no additional allowance therefor is authorized. The current consumed by such apparatus must be a charge against the individual light allowance.

(3) The use in public quarters of electric fans, flatirons, percolators, or other similar apparatus of over 660 watts individual rating, is prohibited.

### LIGHT ALLOWANCE

## 20-30

(1) Allowance for light is established by the Quartermaster and is based on the authorized wattage of lamps actually required for lighting the square foot area of each room. It is computed in accordance with existing applicable regulations, as published in AR 30-1625, which schedule is based upon direct lighting units installed under normal conditions.

| Individual quarters: | *Watts per square foot, floor area* |
|---|---|
| Living rooms, dining rooms, baths and kitchens | 0.80 |
| Bedrooms | .40 |
| Halls, porches, etc | .25 |
| Storerooms, basements, closets, etc | .15 |

Floor areas in square feet are multiplied by the appropriate factor to obtain the approximate wattage authorized. Standard lamps, totaling a wattage nearest to that computed, will be considered the authorized wattage for a set of quarters. This authorized wattage, multiplied by the below mentioned appropriate factor, determines the standard quantity, in watt-hours light, for the quarters involved.

*Factor in schedule for determining standard quantities of electric current in watt-hours; per AR 30–1620*

| | *Quantities in hours per watt of lamps installed* |
|---|---|
| Officers' quarters, general, married | 800 |
| Officers' quarters, field, married | 700 |
| Officers' quarters, company, married | 600 |
| Officers' quarters, bachelor | 600 |
| Noncommissioned officers' quarters, married | 500 |

Where unusual conditions exist, due to types of fixtures, color of walls or ceilings, etc., and it is believed that installations calculated in accordance with the above schedule do not afford adequate illumination, the Quartermaster will, upon receipt of complete information, give consideration to modification of authorized allowances in individual cases to meet requirements.

(2) **Bachelor officers' quarters and quarters assigned jointly—Excess current.**—Where bachelor officers' quarters are on one meter, the allowances for the building are pooled, and the officer responsible for any excess current that may be used is either the mess treasurer or the senior officer occupying quarters in the building, as may be designated by the commanding officer.

(3) The value of excess current used in bachelor officers' quarters will be collected from the responsible officer by the post quartermaster when an officer is dispossessed and detached, or at the end of the fiscal year. As the light allowance of an officer regularly assigned public quarters is cumulative during the period of occupancy, any savings for one month may be used to offset any excess that may occur in any given month. Funds collected for excess current should be accounted for in the usual manner and a copy of the form showing the name of the officer, the number of the quarters vacated, number of kilowatt-hours of excess, and the amount collected, should be attached to the next "Consolidated monthly utility report," NMC–754. Where the current for each set of quarters is metered separately, collection for excess current will be made by the Quartermaster in the usual manner. Form NMC–195 should be rendered for each set of quarters and copy furnished to occupant.

## 20–31

**Allowance by months.**—To ascertain the allowance for any month, the following method will be used: For January, February, March, October, November, and December, take 10½ percent of the annual allowance; for each of the remaining months of the year, take 6⅓ percent of the annual allowance. For posts located in the Tropics, take 8⅓ percent of annual allowance for each month throughout the year.

## 20-32

**Payment for excess current used.**—At the end of the fiscal year, or when officers change station, light accounts shall be closed and excess consumption paid for at the cost, invoice, or contract price at the station where such excess occurred.

## 20-33

**Number of lights.**—Exterior and interior lights and the hours during which they may be used at a post will be fixed and announced by the commanding officer. The number of such lights must be limited to the smallest number necessary for the proper lighting, and the period of authorized burning of each light must be limited to the necessities of the case.

## 20-34

**Meters.**—In order to measure the amount of gas or electric current consumed, each set of public quarters will be provided with a meter. All meters will be kept sealed with a lead seal, to prevent tampering by unauthorized persons, and these seals shall not be broken without authority of the post quartermaster. The cost of installation and maintenance of electric lights, gas fixtures, or mineral oil lamps in officers' quarters, as in other public buildings at posts, will be borne by the Quartermaster's Department.

## 20-35

**Where electricity is not available** the allowances of illuminants (other than electricity) will be as prescribed by Army Regulations and circulars published by the War Department from time to time, supplemented by orders and circulars from the Quartermaster's Department of the Marine Corps.

## 20-36

(1) **Post exchanges.**—Where fuel, heat, light, power, gas, or water is furnished from Marine Corps plants to post exchanges in the operation of stores, restaurants, barber, tailor, or shoemaker shops, the rates to be charged for such services will be as established with the approval of the Major General Commandant. (See art. 17-82.)

(2) **Private interests.**—Fuel, heat, light, power, gas, or water may be furnished from Marine Corps plants to persons or organizations operating under a revocable license, such as a hostess house, the American Red Cross, or other welfare organizations, provided the approval of the Major General Commandant has been obtained in

each case. Payment must be made by the consumer for all fuel, heat, light, power, gas, or water furnished, and the rates to be charged therefor will be as established with the approval of the Major General Commandant. (See art. 17-82.)

## 20-37

**Electricity for Navy quarters, etc.**—Electric current furnished by the Marine Corps to quarters occupied by officers and enlisted men of the Navy or other departments should be invoiced at the end of each month to the department concerned, and current should be shown on page 1 of "Consolidated monthly utility reports," NMC-754, opposite "Transferred to other departments." (See art. 17-95.)

### WATER

## 20-38

(1) **Reimbursement for water furnished.**—Officers and enlisted men of the Navy and Marine Corps, and Navy nurses, occupying public quarters at a Marine Corps post or station supplied with water chargeable to the Marine Corps appropriation are required to reimburse the Government for water furnished in accordance with bills rendered by the supply officer of the Navy or by the post quartermaster at the post or station.

(2) **Meters.**—The Quartermaster's Department will furnish and install water meters in all public quarters, if practicable, where payment for water is based on meter readings. Where meters are not installed in public quarters and the value of water used is not collected from the occupant by a supply officer of the Navy, the rates to be charged and collected by the post quartermaster are $1 per month for officers and civilians and $0.50 per month for each enlisted man occupying public quarters, except at posts or stations where special rates have been established, which rates will not be changed without prior approval of the Major General Commandant.

(3) **Sales vouchers** covering water should show the names of the person or persons, period covered, meter readings if practicable, quantity consumed by each, rate charged, and amount collected from each. A copy of sales vouchers covering water should be forwarded to the Quartermaster each month with consolidated monthly utility report, NMC 754, and proper entry of such sales made in space provided for that purpose on page 1 of the above-mentioned form. (See art. 17-82.)

(4) **Furnished by private concerns.**—In cases where water is furnished by private concerns the officers and enlisted men occupying public quarters will make payment to the company either direct or through the post quartermaster.

## LAUNDRIES

### 20-51

(1) **Management.**—Where a post laundry is maintained, it will be under the control and supervision of the post quartermaster, who will arrange for the employment of the civilian and enlisted personnel necessary to operate the laundry, subject to the approval of the commanding officer and the Quartermaster. The Government is justified in operating its own laundries only in cases where the Government work can be accomplished satisfactorily at a less cost to the Government than if the same services were procured under contract.

(2) **Services.**—Marine Corps laundries are maintained and operated exclusively for laundering Government articles and articles for officers, enlisted men, and their immediate families. The services rendered will be restricted to the above. Under no circumstances will laundry work of any nature be performed for civilian employees or other civilians.

### 20-52

The commanding officer will issue orders fixing the time and places for assembly of laundry for the various organizations at the post, its collection and distribution, and such other regulations not in conflict with these instructions as may be necessary for the systematic, economical, efficient, and sanitary operation of the post laundry.

### 20-53

Laundry slips with a printed list of the articles usually comprising the laundry of enlisted men and having a blank space for name and address of sender will be provided for the patrons of the laundry and the use of such slips is required.

### 20-54

Claims for lost articles of laundry must be made within 24 hours after laundry is returned. In the case of enlisted men only, the post quartermaster is authorized to replace any article of clothing issued to them by the Quartermaster Department and lost in the post laundry, or to cause to be repaired, when practicable, any such article damaged in the laundry, the expense of such replacements or repairs to be charged to the operating expenses of the post laundry.

### 20-55

**Laundry work for officers and their families.**—Clothing, household linen, etc., belonging to officers and their families may be laundered in the post laundry as a matter of accommodation only, provided the capacity of the laundry permits of this being done; but while every reasonable effort will be made to prevent loss of or damage to such articles while in the hands of the laundry and its employees, the Government assumes no responsibility for any such loss or damage that may occur.

## 20–56

**Price list.**—A charge sufficiently high to cover all operating expenses of the laundry, subject to the approval of the Quartermaster, will be made for all laundry services. A price list will be prepared for the information of all concerned. Credit will be given the laundry for all services performed for the Government. The charges for laundry work done for enlisted men will be collected at the time the laundry is turned in by them, with the exception that in the case of those of the first pay grade, including chief petty officers of the Navy, the charge privilege authorized in article 14–61 (2) may be extended under the conditions and limitations specified therein.

## 20–57

**Stationery.**—The issue of stationery to a post laundry is authorized only to the extent necessary for conducting the office work of the laundry. Articles of stationery required for the operation of the laundry, marking, checking, wrapping, and delivering laundry, such as pencils, shipping tags, wrapping paper, twine, etc., will not be issued as stationery but may be issued as supplies, the cost thereof to be charged against operating cost in the same manner as soap chips, starch, etc. Where such issue is desired, requisition for the articles required should be submitted to the nearest depot of supplies on NMC–9, stating the purpose for which they are required. The depot quartermaster is authorized to furnish the articles and show unit cost on the invoice covering the shipment.

## 20–58

**Record of operations.**—The officer in charge of the post laundry will keep a set of books showing a complete and detailed record of the operation of the laundry, from month to month, all receipts and expenditures, persons employed, the capacity in which employed, and compensation paid them, and an account of Government work done. All funds received will be turned over to the post quartermaster, who will dispose of them in the manner presciribed for the disposition of funds derived from sales.

## 20–59

**Services for other departments.**—To obtain settlement for services rendered by the post laundry to other departments of the Government, the procedure governing in cases of transfer of Marine Corps property to such departments will be followed.

## 20–60

(1) **Maintenance.**—The value of new installations such as mangles, presses, washers, etc., should not be charged to the operating costs of laundries under the heading "Repairs and improvements"on the "Analysis of operation of laundry," NMC 754e.

(2) Repairs should be charged to the cost of operation of laundries and shown as such under the proper heading.

### COLD-STORAGE AND ICE-MAKING PLANTS

## 20–61

**Cold-storage and ice-making plants** are installed primarily for the storage of perishable food supplies and for furnishing ice. Safe, reliable, sanitary, and ecnomical operation of such plants is of the utmost importance. At posts where such plants are maintained, the commanding officer will issue necessary regulations to insure such operation.

## 20–62

**Cleanliness** in connection with the handling and storage of food being essential, responsibility for the cleanliness of the storage spaces will be definitely established, and the regulations governing the operation of the plant must be strictly adhered to by all persons employed in it.

## 20–63

**Water used.**—It is important that the water used in the manufacture of ice be safe from the bacteriological and medical standpoint, as affecting health, and that it be agreeable to the taste. Where practicable, ice should always be manufactured from distilled water.

## 20–64

**In plants using ammonia** as a refrigerant, particular care must be exercised to prevent leakage and to provide protection in case of excessive leakage. Ammonia having a great affinity for water, convenient racks of hose with hydrant connections should be available in all plants for wetting down in case of serious escape of gas. Each plant should be equipped with gas masks for use in repairing leaks or applying water in case of serious breakage.

## 20–65 to 21–0

## Chapter 21

# ANIMALS, FORAGE, AND MOTOR VEHICLES

### ANIMALS AND FORAGE

### 21–1

**A descriptive book** on public animals will be kept at all posts where they are in use by the officer accountable for them. It will contain a description of every animal, received and transferred, showing the kind, sex, name, age, size, color, marks, brands, or other peculiarities of each; how and when acquired, and, if disposed of, in what manner, and the particular use to which applied.

### 21–2

**Descriptive card.**—Two descriptive cards (Form NMC–790), containing the name and a full and accurate description of each animal purchased or acquired, will be prepared at time of purchase or acquisition, one card to be forwarded to the Quartermaster and the other retained by the accountable officer. Upon transfer of a public animal the retained descriptive card will be forwarded to the receiving officer. The name of the animal will appear on all vouchers, invoices and other papers covering the purchase, acquisition, transfer, or disposition of a public animal.

### 21–3

**Alteration of tails or manes.**—Any alteration in the length or shape of the tails, manes, or forelocks of public horses by docking, banging, or clipping is prohibited, and only such reasonable trimming and plucking as may be necessary to prevent shagginess of appearance is permitted.

### 21–4

**Public animals** that die of sickness, or are killed because of contagious disease, or when incurably wounded, will be dropped by the accountable officer upon the certificate of the responsible officer and affidavit of the veterinarian, or, in absence of the latter, the certificate of a disinterested officer and the affidavit of a disinterested person, approved by the commanding officer. In such case the action of a board of survey is not required, unless it appears that the condition of the animal resulted from fault or neglect; and in such case the investigation by the board of survey may follow the killing of the animal when its immediate destruction is made necessary to prevent contagion or to terminate suffering.

## 21-5

(1) **Veterinary instruments**, books, medicines, and supplies for the treatment of public animals and authorized private horses of mounted officers are furnished by the Quartermaster's Department. Requisitions will be limited to actual necessities. When necessary, the services of veterinary surgeons may be obtained by officers in charge of public and authorized private animals, proper vouchers to be rendered for services rendered.

(2) Post quartermasters will have charge of veterinary instruments, books, medicines, and supplies, and under the direction of the commanding officer will issue and expend such medicines and supplies in such quantities as may be necessary.

## 21-6

(1) **Forage rations** for horses and mules are divided into two classes, viz: The garrison ration and the field ration. The garrison ration will be issued at permanent and semipermanent posts, stations, and camps. The field ration will be used when animals are actually in the field on march or maneuver and where stabling facilities can not be furnished.

(2) **Classification of horses.**—For rationing purposes, horses are classified as small, light, and heavy, according to weight. Small horses are those of the native type used at stations in the West Indies, Central America, the Philippines, China, and other foreign stations. Light horses are those of the American or similar type weighing 1,150 pounds or less. Heavy horses are those exceeding 1,150 pounds in weight.

(3) **The garrison ration** for a small horse is 7 pounds of grain and 14 pounds of hay, for a light horse 10 pounds of grain and 14 pounds of hay, for a heavy horse 12½ pounds of grain and 15 pounds of hay, and for a mule 8 pounds of grain and 14 pounds of hay. The daily allowance of straw for bedding is 5 pounds for each horse and 4 pounds for each mule. The standard grain component in the ration is oats, corn, or barley.

(4) **The field ration** for a small horse is 9 pounds of grain and 14 pounds of hay, for a light horse 12 pounds of grain and 14 pounds

of hay, for a heavy horse 14 pounds of grain and 16 pounds of hay, and for a mule 10 pounds of grain and 14 pounds of hay.

(5) **Substitutes and equivalents.**—Not to exceed 3 pounds of bran may be substituted for a like quantity of grain, or one-half pound of linseed meal for 1 pound of grain. On foreign stations palay, copra meal, or any suitable native product may be substituted for the grain ration, and native grasses for hay, where a saving can be effected thereby or the standard components of the ration can not be obtained. In the field any recognized articles of forage may be substituted for the standard components of the ration when necessary. Special classes of forage to meet special conditions may be procured and issued, upon the approval of the Quartermaster, provided the cost of the ration is not increased thereby beyond what it would cost to furnish the standard ration. In the issue of forage, 10 pounds of hay will be considered the equivalent of 15 pounds of corn fodder or grain sorghums.

(*a*) The commanding officer may, in his discretion, vary the proportion of the components of the ration, provided the cost of the ration is not increased thereby.

(6) **Supervision, reduction, and increase.**—Commanding officers will be held responsible for the proper supervision of feeding and care of forage. Advantage will be taken of grazing wherever proper facilities exist, and suitable measures will be taken to prevent waste, improper use of forage, and accumulation of excess forage. The forage ration will be used in such manner as to keep the animals in the best possible condition and not exceed the prescribed allowance. Reductions will be made in the grain component of the ration where little work is required of the animals. When suitable grazing is available, both the hay and grain components will be reduced. For idle animals in good condition or sick animals in good flesh the grain ration will be reduced fully 50 percent. During periods of especially hard work or exposure, the grain ration may be increased, not exceeding 3 pounds.

## 21-7

**The salt ration** for horses and mules is 0.8 ounce per day, and will ordinarily consist of rock salt. Where rock salt is not available, common salt (preferably caked) will be issued.

## 21-8

**Procurement and expenditure.**—Post quartermasters will procure forage from the local contractor, as required, in such quantities as will prevent loss from deterioration in storage. All forage received will be taken up on the property account, including that furnished by the contractor for officers' private mounts. Forage actually used in feeding and bedding public animals will be dropped from the property account monthly, on certificate of the issuing officer (see art. 17-153) showing the number of animals of each class subsisted during the period covered by the certificate and the number of days each animal was subsisted. Forage issued for an officer's private mount will be receipted for by the officer owning the animal, and the receipt will be the voucher supporting the expenditure of the forage from the property account.

## 21-9

(1) **For officers' mounts.**—Forage is furnished to mounted officers for the authorized allowance of horses actually owned and kept by them in the performance of their official duties, either when on duty in the field or at a military post or station. It will be issued only during the month when due. All officers authorized to be mounted are allowed one privately owned mount. Officers requiring forage for their authorized private horse will submit a requisition therefor monthly, on Form NMC-197, to the Quartermaster, a depot quartermaster, or a post quartermaster, as may be most convenient. The officer who is called upon to furnish the forage will issue it from stock on hand, if practicable. If impracticable to furnish it from stock on hand, he will order the forage from the contractor to be delivered at the stable where the animals for which it is required are kept. The requisition, duly receipted by the officer submitting it, will be the voucher supporting the expenditure of the forage so furnished.

(2) An officer serving as military or naval attaché abroad, if mounted, will be allowed forage if horses are actually kept.

(3) An officer shall not sell, nor allow to be sold, the forage issued for his own or the public animals under his charge; nor shall he use, dispose of, or permit to be used or disposed of, such forage, or any portion thereof, except for the purpose for which it was issued. Forage issued for a particular period and not consumed during the period will be taken up and properly accounted for.

(4) An officer may purchase forage for two horses kept for his own use, for which he will be charged cost plus overhead. This privilege may be extended to retired officers, provided such sales are limited to depots or stations at which contracts for supply of forage are made and deliveries under said contracts are in sufficient quantities to warrant the sales without detriment to the service, but no contracts shall be made for the sole purpose of procuring forage for sale to retired officers.

(5) Forage allowance continues at an officer's regular post of duty when he is on leave of absence or when he is on duty the nature of which necessitates temporary separation from his mount.

## 21–10

**Inspection.**—Grain, hay, and straw, when received, will be carefully weighed and inspected as to quality. Every officer accountable for forage and straw, at the end of each accounting period, and also when transferring to a successor, will verify by actual weight or measurements the quantities on hand. In case of transfer, the verification will be made in the presence of the receiving officer.

## 21–11

(1) The officers on the active list of the Marine Corps hereinafter designated are mounted officers: The Major General Commandant; all officers of the staff departments of the Marine Corps, whether permanent or detailed; authorized aides, duly appointed; all general and field officers; officers attached to the staff of the Marine Corps schools who are regularly detailed as instructors in horsemanship.

(2) In addition to the foregoing, the officers of a force, brigade, regiment, or battalion staff, and officers who may be temporarily on duty that shall require them to be mounted, may be designated by the Major General Commandant as mounted officers upon certificate by their immediate commanding officer that their duties require them to be mounted.

(3) None of the officers listed above shall be designated as mounted officers when they are (*a*) regularly attached to a cruising vessel of the Navy as a part of that ship's complement, (*b*) members of the staff of a flag officer afloat, or (*c*) under orders to duty involving flying, either as pilot or observer.

(4) In the event of the detail of an officer designated as a mounted officer to a duty status in which he is not entitled to be mounted, such officer shall be allowed 2 months from the date of receipt of the orders detailing him to such duty in which to dispose of his private mount.

### HORSES FOR MOUNTED OFFICERS

## 21–12

Mounted officers will not use public horses and at the same time draw forage for those they own, except while on foreign service in countries from which horses are not allowed to enter the United States; nor will they use public animals except as authorized by regulations. Should circumstances render it necessary, an officer may be temporarily furnished with public horses.

## 21–13

**Hire of mounts.**—If a mounted officer is ordered temporarily from his proper station to another station on duty, or to expeditionary duty, which requires him to be mounted, a horse may be hired for him by the Quartermaster's Department, provided it is not advantageous to the Government to transport the mount of such officer, and as such is regarded as a public horse temporarily furnished within the meaning of the preceding paragraph. Mounted officers above the rank of captain, however, while at their proper stations are required to furnish at their own expense their horses and equipments for all purposes. (3 Comp. Dec. 478.)

## 21–14

(1) **Mounts for company officers.**—Officers below the rank of major who are required to be mounted will be furnished with one mount by the Quartermaster's Department in case they do not elect to provide themselves with suitable private mount.

(2) Such public mounts will ordinarily be assigned one to the exclusive use of each officer and will be foraged, stabled, shod, groomed, watered, and furnished with veterinary treatment and medicine at Government expense. Authorized private mounts of officers will be stabled, shod, foraged, and supplied with veterinary treatment and medicine at Government expense. Should the circumstances of service at a particular station cause the number of Government mounts available for use under this paragraph to fall below the number of officers entitled to such mounts under the law, the commanding officer will regulate the use of the public mounts actually on hand with due consideration for the service and the rights and duties of the individual officers concerned.

## 21–15

**Forage and shelter.**—An officer who keeps his horse in the immediate vicinity of the station where he is on duty does not lose his right to forage for such horse nor the shelter for same: *Provided*, There is not shelter in a Government stable available at the place where he is on duty or that the same was refused him by the Government: *Provided further*, That the cost of such shelter shall not exceed what it would have cost the Government at the officer's station (16 Comp. Dec. 128).

### HORSE EQUIPMENT

## 21–16

(1) The following articles will constitute a set of horse equipment for issue to officers below the grade of major required to be mounted,

and will be required for and issued, in whole or in part, depending upon the conditions under which officers may be serving:

1 blanket, saddle.
1 bridle, curb, officer's, model of 1909.
1 brush, horse.
1 cover, horse, or horse-cover blanket, lined.
1 currycomb.
1 headstall, halter.
1 saddle, officer's (McClellan or Whitman).
1 saddlecloth, dress (with insignia of rank, general officer's).
1 saddlecloth, field (with insignia of rank, general officer's).
1 spurs, officer's, pair.
1 strap, halter.
1 straps, spur, russet, pair.
1 surcingle.

## MOTOR VEHICLES

### 21-21

(1) **Classification.**—The term "motor vehicle" will be construed to include trailers as well as vehicles driven under their own power. Motor vehicles will be carried on the Marine Corps property account under the following designations:

*Ambulances, motor.*—This is to include all motor-driven cars fitted with ambulance bodies.

*Automobiles.*—This is to include all passenger-carrying cars, other than ambulances, regardless of style and type of body, excepting delivery cars fitted with drop seats for passengers, which will be classed as trucks.

*Cars, motor, armored.*—This is to include all cars armored and designed for use as fighting units.

*Cars, motorcycle.*—This to include all types of cars designated for attachment to motorcycles.

*Motorcycles.*—This to include all motorcycles.

*Trailers.*—This to include all trailers designed as kitchen, freight, or water carriers to be drawn by motor-driven vehicles.

*Tractors.*—This to include all types of tractors.

*Trucks, motor.*—This to include all motor vehicles designed for carrying freight, regardless of capacity or type of body, including light delivery trucks equipped with drop seats for carrying passengers.

(2) **Different types to be shown on property account separately.**—Vehicles of different types, make, and capacity, in each of the above classes, will be carried on separate sheets of the property account, and the type, make, and capacity shown, as indicated by the following examples:

Ambulance, motor, Marmon-Herrington.
Automobiles, Chevrolet, sedan.

Cars, motor, armored, (make).
Cars, motorcycle, side, Harley-Davidson.
Motorcycles, Harley-Davidson.
Tractors, track-laying, Caterpillar, 25 or R-2.
Trailers, Barrett, 1-ton, Kitchen.
Trucks, motor, GMC, 1½-ton.
Trucks, motor, fire, hose, and chemical (make).

## 21-22

**Chassis and body received separately.**—When the chassis and body of a motor vehicle are received as separate articles they will be taken up on the property account separately. Upon being assembled, the chassis and body will be dropped from the property account and the complete vehicle taken up under its proper designation by certificate.

## 21-23

(1) **Record to be kept of numbers, cost, and date of purchase.**—An accurate record of the Marine Corps number, the chassis number, the motor number, the cost, and the date of purchase of each vehicle on hand will be kept by the accountable officer on whose property account such vehicles are carried. A motor vehicle record card, NMC 696b, is furnished with each motor vehicle and remains in the possession of the accountable officer on whose property account the vehicle is carried. On the reverse side of this form all transfers and final disposal will be recorded. Supplementing the Motor Vehicle Record Card, a Motor Vehicle Data Card, NMC 696f, is furnished to show makes, models, types, and sizes of various units on the vehicle. Both forms accompany the vehicle throughout its service, being forwarded upon each transfer with the invoice. The Marine Corps numbers of motor vehicles on hand will be stated on the certificate of balances of property on hand rendered to the Quartermaster. When the motor on a vehicle is replaced, the record of the motor number of such vehicle will be corrected accordingly and the Quartermaster notified of the changes and of the disposition of the old motor.

(2) **Data to be shown upon purchase, transfer, etc.**—When a motor vehicle is procured by purchase, or received from another department of the Government, the Marine Corps number assigned to it will be noted on the voucher from which the vehicle is taken up on the property account. When a motor vehicle is transferred, surveyed, or sold, it will be designated on the invoice, request for survey, or account sales as it appears on the property account, and its Marine Corps number, chassis number, and motor number will be stated on those papers. In addition to the numbers the cost and date of purchase will be shown on the invoice or request for survey when a motor vehicle is transferred or surveyed.

(3) **Correction of improper designation on invoice.**—When a motor vehicle received by transfer is improperly designated or numbered on the invoice, the receiving officer should take it up under its proper designation and number and attach a memorandum of explanation to each copy of the invoice and receipt.

## 21-24

(1) **Records and reports.**—Accountable officers will keep an accurate record, in detail, of the cost of maintenance of each motor vehicle in their charge and render a quarterly report thereof to the Quartermaster on NMC 696a. The mileage traveled by all vehicles in use will be taken daily from the mileage recorders on each vehicle and recorded on NMC 696, on which will be also recorded all gasoline, oil, and grease furnished each vehicle. Mileage recorders must be kept in proper operating condition at all times. Unless the correct mileage is known, it will not be possible to compare the consumption of gasoline, oil, and grease with the mileage of the vehicle in order to ascertain whether proper results are being obtained.

(2) **Daily motor-vehicle record.**—A daily record of each motor vehicle in use will be kept on NMC-696, as indicated on that form. A check should be kept on drivers to insure the correctness of this record.

(3) **Record of repairs and replacements.**—Care must be taken to record all repairs (including repairs to tires, tubes, and accessories), replacements, and improvements chargeable to one vehicle separate from those chargeable to another. All issues of spare parts, tires, tubes, tools, accessories, and paints and other materials for upkeep and repair of motor vehicles will be made on NMC-734 (memorandum receipts bound in book form), in triplicate. The cost of each item issued will be shown on the original of the receipt, which will be filed in the motor-vehicle memoranda folder. The duplicate and triplicate will be used for property accountability and shop record purposes. A separate receipt will be used for articles issued each vehicle, and the number and designation of the vehicle noted thereon. When the cost price of an article issued is not known and cannot be ascertained from records on file at the post, or by comparison with similar articles, request for instructions as to the price to be charged should be submitted to the Quartermaster.

(4) **The motor vehicle memoranda folder**, NMC-696d, will be used for filing together, in a readily accessible form, the daily motor vehicle records, the receipts, NMC-734, for parts, etc., issued, and all other data relating to the cost of repair, upkeep, and operation of the vehicle for which the folder is made out, during the quarter indicated thereon. A separate folder will be used for each vehicle for each quarter.

(5) **The quarterly motor vehicle report**, NMC-696a, will be prepared at the end of each quarter from the data filed in the motor vehicle

memoranda folders for the quarter, in accordance with the instructions printed on the back of the form. All motor vehicles on charge to the accountable officer rendering the report will be shown thereon, including those in dead storage at depots and posts where such storage is authorized.

(6) **The mechanical-inspection report,** NMC–696c, will be prepared and handled in accordance with the instructions printed on the back of the form. Care must be taken to have the information furnished on this report accurate and complete in every respect. At posts not possessing facilities for the general overhaul of motor vehicles, a mechanical-inspection report on vehicles needing such overhaul, will be forwarded to the Quartermaster for necessary action, together with a requisition covering the need.

## 21–25

(1) **A motor-vehicle operator's permit,** NMC–696e, will be issued to each enlisted man detailed for duty as an operator of a motor vehicle. This permit will be signed by the commanding officer, or an officer designated by the commanding officer for such duty, and will be issued only after the officer signing the permit has satisfied himself that the man to whom the permit is issued is fully qualified to operate motor vehicles and possesses the necessary knowledge of local traffic regulations. When an enlisted man holding such permit is transferred he will be required to demonstrate that he is familiar with the local traffic regulations at his new station before being permitted to operate a motor vehicle there. An enlisted man issued an operator's permit will be allowed to retain it throughout his enlistment unless revoked for cause. The issue of an operator's permit or the revocation thereof will be recorded in the service-record book of the man concerned.

(2) **Revocation of permits.**—Permits issued to operators who prove to be incompetent or unsatisfactory will be revoked.

## 21–26

**Instruction of operators.**—Every motor-vehicle operator will be carefully instructed in his duties, the rules and regulations affecting the operation of his vehicle, authorized speeds and loads, the care of his vehicle, and how to drive in a manner that will effect the utmost economy in fuel, tires, and brakes. He should be competent to make minor repairs and adjustments on the road, but should not be permitted to attempt to make any other repairs or adjustments unless he is a mechanic fully competent to do so. He will be instructed to see habitually, before leaving the garage, that the motor of his vehicle is functioning properly, that the speedometer is working, that the radiator, gasoline tank, and oil reservoir are filled, that he has proper tools for emergencies, a serviceable spare tire (if his vehicle is one that should carry it), that his vehicle is otherwise in safe running condition, and will be held responsible for failure to do so.

## 21–27

**Responsibility of operators.**—Every operator will be held responsible for the vehicle assigned to him, and for its equipment. He will also be held responsible for the sufficiency of fuel, crankcase oil, cooling water, battery electrolyte, inflation of tires, lubrication, cleaning, washing, and other necessary general care of such vehicle. He will be required to report promptly any defects and mechanical troubles that develop in his vehicle, in order that repairs may be made promptly and the vehicle kept at a maximum of mechanical efficiency. He will also be required to keep all tools and accessories belonging to his vehicle in their proper place, and will be accountable for all tools, spare parts, extra tires, and other special equipment assigned to his vehicle. The operator's handbook, published and furnished by the manufacturer of the vehicle, shall be the source of information for the ordinary care and upkeep of a particular make of motor vehicle under normal usage. All persons concerned directly with the care and upkeep of motor vehicles should be required to become thoroughly familiar with such instructions and to follow them carefully.

## 21–28

**Loading.**—The rate capacity of motor vehicles will not be exceeded, except in cases of emergency, to be determined by the officer in charge. In loading, consideration should be given to the character of the load and the fact that some bulky articles have little weight, while others are small in bulk, but heavy. Loading of motor vehicles should be supervised by a responsible person, particularly in convoy work, and care taken to have the load properly stowed and secured.

## 21–29

**Operation.**—Motor vehicles must be operated in a safe and economical manner. Heavy-duty trucks will not be used for transporting light loads, when it can be avoided. For light loads, delivery of baggage, etc., light delivery trucks will be used whenever available. In all cases the vehicle that will transport the load to be carried in the most economical manner will be used, except in cases of emergency that will not admit of delay. Care must be taken to operate trucks, particularly those equipped with solid tires, at a speed that will reduce wear and tear from road shocks to the minimum, especially on rough or unevenly surfaced roads. Straining of the motor of any vehicle by running up heavy grades in high gear, or otherwise, must be avoided. Care must be taken to prevent overheating of the motor, to see that the cooling system functions properly, and to prevent the water in it from freezing.

## 21-30

**Speed limits.**—The local speed limits for various classes of vehicles will be strictly observed. Governors of motortrucks will be set at the maximum speed permitted for them, according to their type and class, and the keys to the governors will be kept by the officer in charge of such vehicles. No tampering with the governors will be permitted, and whenever one fails to work properly it will be promptly repaired or replaced, as may be necessary. Motortrucks equipped with solid tires will not be driven at a speed exceeding 14 miles an hour, except in case of emergency.

## 21-31

(1) **Inspection and upkeep.**—Motor vehicles will be subjected to rigid periodic inspections daily, weekly, and monthly.

(2) **The daily inspection** shall consist of checking the fuel supply and, when necessary, replenishing same with gasoline known to be clear so as to preclude the possibility of the fuel line becoming clogged; the oil gage and crankcase gage should be checked so as to make sure that there is sufficient oil in crankcase, and that the gage is operating; fill the radiator with clean water; examine tires, making certain that they are properly inflated, free from serious cuts, bruises, or other conditions rendering them unsafe for further use; and note the general condition of the vehicle and behavior when starting out, and particularly the action of both service and emergency brakes. Minor necessary adjustments should be promptly made by the operator assigned to the vehicle; if major defects are noted, they should be reported immediately, and corrected before the vehicle is placed in service.

(3) **The weekly inspection,** in addition to the above, shall consist of making a thorough external examination of the vehicle and all appurtenances. The vehicle should be given operating test for the purpose of discovering any defects in body, running gear, power plant, transmission system, cooling system, accessories, and all other equipment; the battery should be checked and, if necessary, filled. The battery solution should never be allowed to fall below the top of the plates. Only distilled water shall be used in making up the loss. The specific gravity of the solution should be tested, and the battery recharged if necessary. Terminals should be kept clean and dry; corrosion may be prevented by coating the terminals lightly with vaseline. The generator commutator should be cleaned and smoothed if necessary; under no circumstances should oil of any kind be applied to it. Brushes and springs should be examined if signs of improper functioning are noticed.

(4) **The monthly inspection** shall consist of a complete checking of the vehicle. Any defects revealed will be promptly corrected, in order that they may not develop into major defects involving expensive re-

pairs and rendering the vehicle unavailable for use. The wheels, axles, spindles, and steering gear connections should be checked to see that they are in proper adjustment and alignment in order to prevent undue wear on the tires. The officer in charge of the vehicles will satisfy himself that they are being properly serviced in accordance with best maintenance practices and instructions furnished by the manufacturer of the vehicle. He will particularly note whether the driver is maintaining his vehicle with proper care. Inasmuch as the driver of each vehicle is responsible for washing, cleaning, and polishing same, the inspection will give attention to its general appearance. Soil always contains grit, which cuts bearings and other moving parts; it should be removed by scraping, if necessary. Thorough cleaning should be required, and not merely washing or hosing the external parts.

## 21-32

**Motor vehicles dispatched on detached service** will be thoroughly inspected before their departure for such service and upon their return. Upon the return of the vehicles to their proper station, the officer or noncommissioned officer who had charge of them while on detached service will make a report to the post quartermaster or other officer in charge of motor transportation, showing in detail repairs and replacements made to the vehicles, as well as those necessary to be made, and any other information regarding the operation of the vehicles, while on detached service that may be of interest to the officer to whom the report is made.

## 21-33

**Lubrication.**—Proper lubrication of motor vehicles being of the utmost importance, particular attention will be given to it by officers in charge of such vehicles. They will see that none but the proper kinds of oil and grease are used for the lubrication of the various parts of each type of vehicle, and that parts difficult of access are not neglected. The regular periods for the lubrication of the various parts of the vehicle, as shown on the lubrication chart thereof, will be closely followed; but when the vehicle is operated under other than average conditions of road, climate, or mileage, frequency of lubrication must be varied accordingly. When it is discovered that any part has been running without sufficient lubrication, it must be carefully inspected before further operation, in order to avoid additional damage. Drivers will be carefully instructed in this regard and a thorough check on lubrication kept.

## 21-34

**Batteries and the electric system.**—Batteries will be kept filled with distilled water to the proper level, and the connections thereon will be kept tight and free from corrosion. Care will be taken to prevent overcharging. All electrical connections will be kept clean and tight, and all wires properly insulated.

### 21–35

**Brakes** will be given particular attention and kept in proper condition and thoroughly reliable; they shall be adjusted or relined as frequently as is necessary to this end. Care should be taken that they are equalized. Drivers should be carefully instructed regarding the proper use of brakes.

### 21–36

**Lights.**—Every motor vehicle will be provided with the kinds and number of lights required by local traffic regulations. These lights must be kept in good working order, and the headlights properly focused.

### 21–38

**Disposition of unserviceable vehicles.**—When a motor vehicle is brought before a board of survey, and its condition does not warrant the expense of repairing it, the board should recommend that it be either sold or dismantled and the serviceable parts thereof salvaged, according to which of these two methods of disposing of the vehicle will be most advantageous to the Government. Dismantling for salvage should be done under the supervision of a competent mechanic who can be depended upon to salvage for stock and issue all usable parts, and avoid placing in stock parts that are not serviceable.

(2) When motor vehicles are brought before boards of survey with a view to their disposal by any means whatsoever, a copy of inspection report, NMC–696c, on each vehicle will be attached to survey and all papers forwarded to the Quartermaster, Headquarters United States Marine Corps, Washington, D. C., for approval before disposing of the vehicles in question.

### 21–39

**Classification of spare parts.**—Spare parts for motor vehicles are classified as follows:

(*a*) *Proprietary parts*, *class A*.—Parts that can be used only on the type and model of vehicle for which they are intended and produced only by the manufacturer of such vehicle.

(*b*) *Proprietary parts*, *class B*.—Parts such as carburetors, ignition systems, vacuum tanks, etc., which are proprietary by reason of their special manufacture, but are not produced by the manufacturer of the vehicle for which they are intended.

(*c*) *Common parts*.—Parts which are used in common on all or several makes, kinds, and types of motor vehicles.

## 21-40

(1) **Requisitions for spare parts** for motor vehicles will be prepared on Form NMC-9, and will be submitted to the depot quartermaster designated in the annual "Marine Corps Price List of Clothing, etc.," in accordance with the instructions published therein.

(2) **Requisitions for proprietary** parts will show the number of vehicles for which the parts are intended in use at the post requiring them. The Marine Corps number, make, model, and the serial or chassis number, will also be shown. A separate requisition will be submitted for proprietary parts for each type, make, or model of vehicle. Common parts will not be included on a requisition for proprietary parts, neither will proprietary parts be included on a requisition for common parts.

(3) **Requisitions for common parts** will show the total number of vehicles on hand for which the parts are required. All common parts required will be called for on one requisition, regardless of the number of different types of vehicles on which they are to be used.

(4) **Information to be shown on requisitions.**—Requisitions from posts carrying motor-vehicle parts in stock must show opposite each item the quantity on hand and the quantity used during the past six months. The following list shows the common parts generally used on motor vehicles and the information that must be given on requisitions therefor:

| *Article* | *Information to be furnished* |
|---|---|
| Batteries, storage | Voltage, size, terminals, and name, type, and make of vehicles for which required. |
| Bearings, ball | The manufacturer's number as stamped on the bearing, or truck part number if manufacturer's number is not known. |
| Bearings, roller | Whether straight or tapered bearing; the manufacturer's number, or truck part number if manufacturer's number is not known. |
| Bolts, nuts, and cap screws | Size in lengths and diameter, United States standard or Society of Automotive Engineers' thread; nuts, hexagon, castellated, or plain. |
| Brake lining | Length, width, and thickness. |
| Bushings, bronze and brass | Size, outside diameter, inside diameter, length over all; if special, state truck part, number, and designation. |
| Cable, ignition, lighting, and starting motor. | Length in feet; terminals to be asked for separately; lighting cable, gage, one or two conductors. |
| Cotter pins | Assorted sizes, or special diameters and lengths desired. |
| Gaskets, copper-asbestos, round | Inside and outside diameter. |
| Gasoline line tubing | Outside diameter and length without connections; connecting unions to be asked for separately. |

| | |
|---|---|
| Grease cups | Size; if special, show truck part, number, and designation. |
| Pistons and piston rings | Size, standard or oversize; make, type, and model of vehicle for which required. |
| Radiator hose | Size and lengths. |
| Radiator hose clamps | Size. |
| Spark plugs | Size; if special, state make, type, and model of vehicle for which required. |
| Springs | Size; designation; whether rear or front and make, type, and model of vehicle for which required. |
| Taper pins and clevis pins | Size of taper pins and size of openings and yoke of clevis pins. |
| Valves and valve springs | Exhaust or intake; make, type, and model of vehicle for which required. |
| Washers, lock and plain | Size. |

(5) When other common parts are required, they must be described on the requisition in sufficient detail to permit of ready identification of the parts desired.

## 21-41

**Instructions issued by the Major General Commandant and the Quartermaster** relating to motor vehicles and motor transportation will be promptly published to all persons concerned and steps taken to have them carried out. Such instructions should be kept filed together, so far as practicable, for ready reference.

## 21-42

(1) **Accidents.**—The driver of every Government motor vehicle will be furnished with a driver's accident report card, Standard Form 26, which he will be required to carry upon his person at all times when on duty. He will also be required to study and familiarize himself with the instructions printed on the card and the information required to be entered theron, in order that, in case of an accident, he may be able to take the proper action promptly and intelligently. Upon the occurrence of an accident in which the vehicle driven by him is involved, he will immediately obtain such of the required information as is available and enter it upon the card. This applies especially to the questions relating to the other vehicle, if any, involved in the accident, its owner, driver, license number, and damage sustained so far as may be determined by casual inspection, which should be as thorough as practicable. The names and addresses of witnesses to the accident should always be obtained before the driver leaves the scene of the accident. The nature of the damage to the Government vehicle, the filling in of the sketch, and answers to other general questions may be postponed until the driver reports to his station, where he should have the assistance of his immediate superior. In addition to the information required by the printed instructions on the card to be shown on the sketch, the position of and the

course followed by a pedestrian or object involved, just before and at the moment of impact, objects in the vicinity, and any other information that will aid a clear understanding of the occurrence should be shown thereon. Upon the completion of the report, it will be immediately delivered to the post quartermaster or officer in charge of motor transportation, who will enter thereon the time of delivery, over his signature, in the space provided for the purpose. If the driver has an accident while proceeding from one station to another, and continues his trip, he will turn in the report card to the proper officer upon arrival at destination. If the driver of the vehicle is incapacitated by the accident and any other member of the naval or military service or an employee of the United States is present and a witness to the casualty, the driver's report should be filled out and turned in by him. In addition to the foregoing, the requirements of local traffic regulations relating to accidents will be observed. A copy of this paragraph will be kept posted on the bulletin board in the garage for the information of all motor-vehicle drivers who will be carefully instructed in the proper observance of the requirements thereof.

(2) The driver's report of an accident will be promptly forwarded to the commanding officer of the post, who will detail an officer to investigate the case as soon as practicable after the accident, who will use Standard Form 27 in making his report. The investigating officer should examine the case before the meeting of the board of investigation, if one be appointed, but his investigation will be supplementary to and not in any way curtail the duties of the board. The investigating officer will interrogate all witnesses (by correspondence if not available for oral examination) and typewrite their statements from the information given by them. He will also thoroughly interrogate the driver of the Government vehicle and prepare a statement of facts as given by the driver. It is very important that all material facts be obtained, but if a board of investigation has been appointed, and it is deemed advisable, the completion of the report on Standard Form 27 may be postponed until after the meeting of the board, as new facts may be developed at its hearings. The instructions to investigating officers printed at the end of the form should be carefully read and strictly complied with.

(3) Claims for damages arising out of the accident should be submitted by the claimants in writing direct to the Secretary of the Navy, and they should be so informed, but should a written claim of that kind be received at a post, it will be immediately forwarded to the Secretary of the Navy (Judge Advocate General) by endorsement.

## ENGINEER EQUIPMENT

### 21–43

(1) A quarterly report of engineer equipment in the hands of Fleet Marine Force units and depots will be accomplished by all accountable officers having jurisdiction over such equipment (whether the organization has discontinued formal accountability or not), on Form NMC–695–QM at the close of each quarter of the fiscal year in accordance with the instructions on the back of the form, the original copy forwarded immediately to the Quartermaster, Headquarters U. S. Marine Corps, Washington, D. C., and the duplicate copy retained by the organization submitting the report.

(2) Equipment covered by this report will include all items of engineer equipment having as a source of power a gasoline or Diesel engine and/or having an assigned Marine Corps registration number.

(3) This report is in addition to and entirely separate from the Motor Vehicle Quarterly Report required by article 21–24 (1) of the Manual.

[C. M. C. M. 3.]

### 21–44 to 22–0

## CHAPTER 22

# PUBLIC FUNDS

### BONDS FOR DISBURSING OFFICERS

### 22–1

(1) (*a*) Disbursing officers of the Paymaster's Department, including chief pay clerks and pay clerks, disbursing officers of the Quartermaster's Department and officers of the Quartermaster's Department who are accountable for public property, are required to give bond with sufficient surety for the faithful performance of their duties. Acting assistant quartermasters, chief quartermaster clerks, and quartermaster clerks may also, in the discretion of the Quartermaster, be required to give bond. A bond of $10,000 is required for commissioned officers and a bond of $5,000 for commissioned warrant and warrant officers, the cost thereof to be borne by the individual officer.

(*b*) The above requirement may, in the discretion of the Secretary of the Navy, be waived in the case of officers of the Paymaster's Department and Quartermaster's Department when detailed to duty where they are not accountable for public funds or public property.

(2) (*a*) Each such officer shall give a new bond, with sufficient surety, every 4 years, or whenever required to do so by the Secretary of the Navy.

(*b*) Whenever the department directs that a new bond be filed, the bonded officer shall immediately apply to an acceptable surety for a new bond.

(*c*) A bonded officer on disbursing duty at a shore station within the continental limits of the United States shall file bond in time for approval by the Secretary of the Navy on the first day of the month following that in which instructions to file such new bond are received. Upon the receipt of such instructions the necessary steps shall be taken to close the accounts and deposit all balances under the bond in force at the end of business on the last day of the current month. These balances shall be deposited to the credit of the United States, and the certificate of deposit covering such deposits shall be forwarded immediately to the General Accounting Office (Audit

Division). The department concerned shall be notified by dispatch as soon as all such balances are deposited.

(*d*) A bonded officer on disbursing duty attached to a station outside the continental United States shall file bond in time for approval by the Secretary of the Navy on the first day of the month following that in which instructions to file such new bonds are received if practicable. Upon the receipt of such instructions the necessary steps shall be taken to close the accounts and deposit or transfer all balances according to the appropriate method prescribed in 2 (*e*) or 2 (*f*).

(*e*) It will not be necessary for a disbursing officer at a station outside the continental United States to deposit his official funds in a depositary of the United States or to send them to the United States or to convert them into United States money. It will be sufficient for him to transfer the whole of his official funds—cash and deposits—to another bonded officer on formal receipt. Then on notice of the approval of the new bond he may receive the funds (cash) back on formal transfer and take them up in his new accounts under the new bond. At the same time he should apply for such Treasury deposit as may be needed. (See 5 Comp. Gen. 170.)

(*f*) If there be no bonded officer to whom the official funds can be transferred, or if there be no United States depositary available in which to deposit the funds, then a board of three officers shall be appointed by the commanding officer or commandant to verify the balances of the bonded officer, and new accounts shall be opened under the new bond. A certificate signed by the members of the board showing the verified balances separately for cash and deposit shall be transmitted with the account current for the accounts under the old bond.

(*g*) In case a disbursing officer thus called upon for a new bond is detached from duty and required to settle his accounts and to deposit all balances due the United States before the end of the month, the new bond shall be filed in time for approval by the Secretary of the Navy as soon as the balances have been deposited and before such time as such officer is assigned to new duty involving the handling of a disbursing account. The Secretary of the Navy shall be notified as soon as all balances are deposited via the department concerned.

(*h*) Commissioned disbursing officers of the Paymaster's or Quartermaster's Department being designated in their bonds either as assistant paymasters, assistant quartermasters, or as officers assigned to assistant paymaster or quartermaster duty only, without reference to their military rank, the execution of a new bond upon promotion is not required. Disbursing officers serving under details as assistant paymasters or assistant quartermasters who may be assigned to assistant paymaster or quartermaster duty only shall, when so assigned, file a new bond.

(*i*) Warrant officers of the Paymaster's or Quartermaster's Department, being bonded under their military designation, shall file a new bond upon promotion to commissioned warrant rank.

(*j*) The unliquidated balances of advances made by disbursing officers of the Quartermaster's Department to recruiting officers, officers and enlisted men traveling on official duty, and in other instances as provided by law need not be taken up and deposited under the old bond, but may be transferred to and accounted for by the disbursing officer of the Quartermaster's Department under his new bond. The advances so withheld will be shown as a balance due the United States in cash on the old account current, and will be taken up as a cash entry on the first account current rendered under the new bond.

(3) **Cost.**—Pursuant to the act of August 5, 1909 (6 U. S. C. 14), no official bond of an officer of the Paymaster's or Quartermaster's Department executed by a surety company and costing more than $2.025 a thousand will be accepted by the department. The executing company should be required to attach to each official bond a certificate showing the rate of premium charged therefor.

(4) **Responsibility.**—The bond of an officer of the Paymaster's or Quartermaster's Department acting as an assistant to another officer of the same department covers the public funds or Government property actually in his custody and for which he has receipted, but does not release the senior from a proper supervision of the acts of his subordinate.

(5) **Officers employed as special disbursing agents not required to give bond.**—The Comptroller of the Treasury in a decision of August 18, 1903 (10 Comp. Dec. 175), held that an officer of the Army or Navy employed as a special agent for the disbursement of money is excepted from the requirement of giving bond which is required of other officers or persons by 31 U. S. C. 481.

(6) **Surety company as surety.**—A duly qualified corporate surety company is preferred by the Treasury Department; i. e., companies holding certificates of authority from the Secretary of the Treasury under the acts of Congress of August 13, 1894, and March 23, 1910, (6 U. S. C. 6), as acceptable sureties on Federal bonds. No officer or person having the approval of any bond shall exact that it shall be furnished by a guarantee company, or by any particular guarantee company.

(7) **Individuals as sureties.**—Sureties to bonds given by disbursing officers, if individuals, will be bound jointly and severally for the whole amount expressed therein, and must satisfy the Secretary of the Navy that they are worth jointly double such amount, each surety making affidavit that he is worth that amount over and above his debts and liabilities, and stating in the affidavit his place of residence. Where the sureties are individuals, an affidavit of surety on the prescribed Treasury Department form must be submitted at the end of 2 years.

(8) The date of bond required to be shown on money requisitions, accounts current, and other similar forms will be the date of execution by the bonding company and not the date of approval by the Secretary of the Navy.

(9) (*a*) **General instructions in preparing official bond.**—Bonds will be forwarded in duplicate, together with three signature cards, to the Judge Advocate General, Navy Department, Washington, D. C.

(*b*) Triplicate signature cards, filled out in the officer's own handwriting, shall be furnished with each official bond. These cards shall show the officer's official signature, official title, duty station, and date of signing. The official signature shall correspond to that indicated on the official bond. All signatures to official checks, as well as indorsements thereon, together with official accounts, shall in every case correspond to the official signature.

(*c*) Every bond must bear date even with or subsequent to the date of the commission or appointment. Such date must also be even with or prior to that of the affidavits of the sureties and to that of the certificates as to their sufficiency.

(*d*) Seals of wafer or wax must be attached where indicated on the bond opposite the places for the signatures of the principal and the sureties.

(*e*) Two witnesses are required to each signature.

(*f*) Wife of principal will not be accepted as surety.

(*g*) Care will be taken to avoid erasures or alteration in any part of the bond.

(*h*) The form should be neatly filled out and legibly signed.

(*i*) A bond on which the sureties are individuals must be signed by not less than two sureties, one of whom at least must qualify in a sum, over and above all exemptions, debts, and legal liabilities, not less than the full amount of the bond; if there are but two sureties, the second must also qualify in like amount; or in lieu of a second surety for the whole amount, two or more individuals will be accepted provided the aggregate amount for which they qualify be not less than the full amount of the bond. Each surety must make affidavit stating the value of his or her property over and above all exemptions, debts, and legal liabilities. In case a married woman should be offered as surety, an additional certificate will be required to the effect that such surety holds the property in her own right, and is competent under the laws of the State in which she resides to bind herself as surety in such case. The sufficiency of the sureties must be certified to by a judge or clerk of a United States court or by a United States attorney, preferably for the district in which such sureties reside.

(*j*) Under the provisions of the act approved August 13, 1894, entitled "An act relative to recognizances, stipulations, bonds, and undertakings, and to allow certain corporations to be accepted as surety thereon," as amended by the act approved March 26, 1910 (6

U. S. C. 6), a surety or guarantee company, duly certified by the Secretary of the Treasury as having complied with the requirements of said act, and by him authorized to do business thereunder, and having a duly appointed agent in the District of Columbia, will be accepted as sole surety on a bond.

### PROCUREMENT OF PUBLIC FUNDS

### 22-2

(1) All disbursing officers of the Marine Corps when ordered to expeditionary duty, to duty abroad, or aboard a seagoing vessel, where funds cannot be obtained by requisition or transfer, are authorized to draw bills of exchange or to sell a Treasury check in order to supply themselves with funds in accordance with articles 1776, 1777, and 1778, Navy Regulations. For further detailed instructions, see articles 2116-7, 2117-4, and 2118-9, Bureau of Supplies and Accounts Manual.

(2) Requisitions for funds should be submitted in quadruplicate on the proper form to the Secretary of the Navy, via the Paymaster or the Quartermaster, as appropriate. In emergency cases Headquarters, United States Marine Corps, will arrange for deposits of funds, notifying the disbursing officer when such funds have actually been placed to his credit.

(3) **General account of advances.**—All money placed in the hands of disbursing officers of the Marine Corps is charged by the Treasury Department to "General account of advances" instead of to an appropriation, the appropriations not being charged until the expenditure of the money for specific purpose and final audit by the General Accounting Office.

(4) **Depositaries.**—" * * * All funds advanced to Government disbursing officers for disbursement will be placed to their credit, subject to their official check, with the Treasurer of the United States in Washington, except in cases where the Secretary of the Treasury by special authority permits disbursing officers to carry official disbursing accounts with depositary banks located beyond the continental limits of the United States. * * *" (Treas. Cir. 195, Jan. 24, 1921.)

(5) In extraordinary cases, arrangements will be made with the Bureau of Supplies and Accounts, Navy Department, to authorize pay officers of the Navy, both ashore and afloat, to supply disbursing officers with the necessary funds. In such cases, the funds so supplied should be taken up in the usual manner under "General account of advances," and the account current should show the exact nature of the transfer; i. e., if by check, the number, date, and drawer's name and symbol number should be shown; if in currency, that fact should be stated.

(6) Disbursing officers of the Marine Corps on duty in the field and on foreign stations may procure cash for current disbursements by

check in exchange for cash when practicable. When this is not practicable, funds may be procured by transfer, upon approval of the senior officer present, from the supply officer of a fleet, ship, or station in the immediate vicinity, or when neither of the above methods is feasible, by the sale of a bill of exchange. (See arts. 1769 (2), 1776, and 1778, Navy Regulations, and art. 2116–7, Bureau of Supplies and Accounts Manual.) Otherwise a dispatch request to the Paymaster or Quartermaster, as appropriate, to ship the funds via the first available conveyance will be necessary. In such event, the request should give the denominations in which it is desired the funds be furnished.

### RESPONSIBILITY FOR FUNDS

### 22–3

(1) (*a*) Disbursing officers of the Marine Corps are held pecuniarily responsible for all public funds received into their custody, and are required to account for them in accordance with law and regulations. To the end that the law be strictly observed, all such officers shall familiarize themselves with the laws bearing on the subject, as contained in the Navy Regulations, Treasury Department circulars, decisions of the Comptroller General of the United States, Laws Relating to the Navy (George Melling), opinions of the Judge Advocate General of the Navy, and the various acts of Congress.

(*b*) Disbursing officers and their immediate subordinates or assistants of either the Paymaster's or Quartermaster's Department shall not be charged with the handling or custody of, or accountability for, any funds or property whatever other than funds or property placed in their hands by operation of law or regulations.

(2) "All persons charged with the safekeeping, transfer, and disbursement of the public moneys, other than those connected with the Post Office Department, are required to keep an accurate entry of each sum received and of each payment or transfer" (31 U. S. C. 525).

### TRANSFER OF FUNDS

### 22–4

(1) (*a*) In each transfer of funds the receiving officer must state on the receipt given that he holds himself accountable to the United States for the sum received (N. R. 1750 (2)).

(*b*) The officer requesting the transfer shall prepare Form NMC–320 (reverse side), the combined requisition and voucher for accounting for the transfer.

(*c*) For cash transfers, the requisitions should be submitted to the fleet or force commander, or other approving authority, in original and three copies (additional to any copies required locally) so that one copy may be retained in the files of the approving authority and the original and two copies be forwarded to the officer designated to make the issue of cash.

(*d*) The officer receiving the cash shall sign the acknowledgment of receipt therefor on the back of the original requisition. The officer who issues the cash will sign the certificate of transfer on the back of the most legible of the copies and will deliver the signed copy to the officer who receives the cash.

(*e*) Each of the officers shall retain his part of the transfer receipt so that it will be available in the event of a discrepancy between the amount of transfer of funds shown on the accounts current. When entering the amount of the transfer of funds on the account current, the name and rank of the officer from whom the funds were received, or to whom the funds were transferred, and date of the transaction, will be shown, either on Form 1021 or on the schedule supporting entries thereon.

(*f*) The acknowledgment of receipt and the certificate of transfer must never be signed in duplicate nor be signed on the same copy.

(*g*) For transfers by means of checks or deposit, only the original requisition and one copy are required. The number and date of the check shall be stated by the transferring officer on the original and copy, the original being retained by the transferring officer and the copy by the officer who receives the check.

(*h*) When transfers have been made to or funds received from more than one officer the amounts so transferred or received from each officer shall be stated separately (N. R. 1750 (3)).

(*i*) The transfer of funds by a disbursing officer in the United States to a disbursing officer in a foreign country through the medium of a bill of exchange purchased from a banker in the United States and payable in the currency of the foreign country is not authorized. (Comp. Dec., March 17, 1916).

(*j*) Public funds in transit for ultimate delivery to some particular officially designated person will be accounted for by disbursing officers who, at any time, may be intrusted with the funds while en route to destination, in the following manner: The officer receiving the funds will give a receipt to the officer from whom he received them. The receipt will show clearly the date of the transaction, the names of both parties thereto, the ship or station to which each officer was attached, and the amount of funds received. The facts of the transaction, as shown on the receipt given or taken, will be recorded on the respective account current of each officer concerned. Receipts covering such transfers will be retained by such officer and carefully safeguarded so that they will be available in the event of a discrepancy between the account current of the officer who delivers the funds and the officer who receives the funds.

(2) "The transfer of funds by one quartermaster or paymaster to another is such a disbursement as to entitle the transferring officer

to credit in his accounts, and being a disbursement that may be made either in cash or by check comes within the provisions of Treasury Department Circular No. 52 of 1907, and where such transfer is made by check no receipt from the officer receiving the funds is required" (14 Comp. Dec. 382).

(3) All disbursing officers in reporting the transfer of funds on accounts current will show the name of the officer to whom transferred or from whom received, in order that the same may be traced readily and accounted for properly. If the account current does not afford sufficient space for this, a supplementary statement will be prepared and attached thereto. If the transfer is by means of a check, the number and date thereof will be shown on the account current of the officer making the transfer and likewise on the account current of the officer who receives the check.

(4) A disbursing officer has no right to make any transfer of funds in his accounts from one appropriation to another. Such transfers never have been recognized by the accounting officers of the Government. This does not apply, however, to disbursements where all moneys received are on account of "General account of advances."

(5) Disbursing officers are not authorized to transfer funds standing to their credit with one depositary to their credit with another depositary; such transfers will be made by the Secretary of the Treasury upon the request of the head of the department or establishment under which the particular officer is serving (Treas. Dept. Cir. No. 195, Jan. 24, 1921).

(6) Omitted. [C. M. C. M. 3.]

## ACCOUNTING FOR CASH

## 22-5

### PAYMASTER'S DEPARTMENT

(1) (*a*) Every officer of the Paymaster's Department handling cash will keep a general cashbook (NMC-934), in which will be entered every transaction involving cash (receipts and expenditures) in his official account. The book will be posted daily in ink and will be balanced on the last day of every month.

(*b*) All disbursing officers of the Paymaster's Department or any of their deputies having cash on hand at the close of business on the last day of the month will have such cash verified by two disinterested officers detailed for that duty by the commanding officer, one of whom may be the commanding officer if there are not sufficient officers at the post for assignment to such duty. The senior officer detailed for that duty will fill out in his own handwriting the certificate on Form NMC-745 and forward same to the Paymaster, Marine Corps, via the commanding officer. In verifying cash in the hands of deputies two original copies of Form NMC-745 will be made out and signed, one copy being mailed via the commanding officer direct to the Paymaster, Marine Corps, and the other copy mailed direct to the disbursing officer whom the deputy represents.

(*c*) It will not be necessary for disbursing officers of the Paymaster's Department or their deputies to have two disinterested officers detailed by the commanding officer for the purpose of verifying cash on hand at the close of business on the last day of the month where no cash is carried at that time. In such cases disbursing officers or their deputies will, themselves, submit Form NMC-745 via the commanding officer, stating over their signatures that there is no cash on hand.

### QUARTERMASTER'S DEPARTMENT

(2) (*a*) The cash account embraces all public funds, whether currency, funds on deposit or in transit. Disbursing officers are required to keep their accounts with the United States separate and distinct under every bond given by them and to state in the caption of each monthly account the date of the bond under which it is rendered.

(*b*) Every officer having a disbursing account shall keep a general cashbook in which shall be entered all receipts and expenditures of money in such manner as to permit the account to be balanced readily.

(*c*) Receipts of funds will be entered, when occurring, on the debit side of the cashbook, showing date and source. Funds received under Treasury warrant will be recorded by warrant number. Funds received by check will be recorded by check number.

(*d*) Transfers of funds to other officers, payment on account of public vouchers and on account of pay rolls, will be entered, when occurring, on the credit side of the cashbook. Check numbers will be entered for all expenditures by check. Entries of public bills will show serial number. The record of cash advances for subsistence and transfers or other memorandum payments to be covered by a weekly voucher will be kept in a separate debit and credit account. Cash for such purpose will be obtained by drawing an "Exchange for cash" check, crediting the general cashbook with the amount drawn and entering a corresponding debit in the record of cash advances. Entries in the record of cash advances will be made daily when occurring, the cash receipts in the meantime being retained for use as subvouchers to the weekly cash payment voucher. (See arts. 16–76 and 16–77.)

(*e*) Debit or credit entries for gain or loss on exchange will be identified by the number of the bill of exchange. Debit or credit entries for gain or loss on value of foreign coins will be entered as such.

(*f*) To show clearly how balances on hand are divided as regards currency and funds on deposit, all receipt and expenditure entries will be recorded in designated columns under cash or funds on deposit, and whenever an "Exchange for cash" check is issued a debit entry for currency received and a corresponding credit entry for expenditures of funds on deposit will be made.

(*g*) The cashbook will be closed and balanced on the last day of every month, showing separately the currency actually on hand, and the net balances from the disbursing officer's check stubs, on deposit.

(*h*) At the close of business on the last day of the month the cash on hand in the cases of all disbursing officers of the Quartermaster's Department will be verified by two disinterested commissioned officers detailed for that duty by the commanding officer, one of whom will be the commanding officer if there are not sufficient other officers at the post for assignment to such duty. The officers verifying the cash on hand will certify to that fact in the space provided for the purpose on the account current.

## CASH ON HAND

## 22–6

(1) (*a*) **Authority.**—Any disbursing officer granted special authority by the Secretary of the Treasury may keep a definite or specified amount of cash at his own risk, under the provisions of 31 U. S. C. 492. Applications for such special authority shall be made by the head of the department or establishment to which the officer is attached and must state the reason why the authority is necessary. Quarterly reports shall be made to the Secretary of the Treasury, Division of Bookkeeping and Warrants, by each disbursing officer, through the head of the department or establishment to which he is attached, showing the amounts of cash kept at his own risk pursuant to such special authority.

(*b*) Under the provisions of the above paragraph all disbursing officers of the Marine Corps serving within the continental United States, at places not remote from public depositaries, who are carrying cash for current cash payments, either in their own hands or in the hands of deputies, for periods longer than that prescribed in this manual, are required to make application through the proper department to the Secretary of the Treasury for special authority to keep a definite or specified amount of cash at their own risk under the provisions of 31 U. S. C. 492, and submit quarterly reports, through the proper department to the Secretary of the Treasury. If practicable, disbursing officers should avoid the necessity for carrying cash on hand. However, if the disbursing officer finds it necessary to ask for this special authority, the funds needed must be requested in the name of the officer responsible to the United States and not in the name of the agent or deputy who acts as the disbursing officer's representative. Disbursing officers or their deputies on duty in the United States, who are not far removed from a public depositary, when drawing checks for similar purposes, must indicate the special authority granted them by the Secretary of the Treasury, as follows: "Cash to hold at own risk, authority Secretary of the Treasury, ____________, 19____."

(*c*) Any disbursing officer of the Marine Corps who is assigned to duty outside the continental limits of the United States, or at places far remote from depositaries of public moneys may, when authorized by the Secretary of the Navy, keep at his own risk such moneys as may be intrusted to him for disbursements.

(*d*) Under the provisions of the above paragraph any disbursing officer of the Marine Corps when ordered to or while on expeditionary or other duty outside the continental United States, or when stationed at places within the United States far removed from public depositaries, may keep at his own risk, in the hands of himself or those of his deputy, such moneys as may be intrusted to him for disbursement, provided that at no time should such funds exceed what would probably be required by him for disbursement for a period of 2 months, unless specifically authorized by the Secretary of the Navy.

(2) (*a*) **Advance of funds for making change.**—When the operation of a sales commissary or other activity of the Quartermaster's Department requires that cash be provided for making change, the officer in charge of such activity will not use personal funds for such change, but will make application through the commanding officer of the post or station to the disbursing officer handling his accounts for an advance of funds not to exceed $100. A written receipt will be given to the disbursing officer for the amount so advanced. The disbursing officer will recall this amount whenever it is necessary to have the cash in his possession verified, or when the disbursing officer or the officer to whom the funds have been advanced is relieved from the duty to which he has been assigned.

(*b*) Checks issued to obtain cash as provided in the preceding paragraph will show under "Object for which drawn"; "Cash to hold at own risk, authority article 22–6 (1) (d), MCM."

### OFFICIAL CHECKS

### 22–7

### BLANK CHECKS

(1) (*a*) A disbursing officer shall not issue checks on the Treasurer of the United States until he has notice of the individual numerical symbol assigned him, nor until he has definite advice that a deposit to his credit has been made under that symbol number. The assigned numerical symbol must be "printed, stamped, or written in the lower right-hand corner of each check" issued on the Treasurer of the United States. The absence of a proper symbol number on a check will be sufficient reason for the Treasurer to refuse payment thereon. An officer retains the assigned symbol number throughout his entire service without reference to change of duty or to changes in official bonds.

(*b*) Only blank checks supplied by the Treasury Department shall be used by disbursing officers in drawing checks on the Treasurer of the United States.

(*c*) Requisitions for blank checks shall be made in triplicate on Form 1231, Treasury Department, filled out in accordance with the instructions on the reverse side thereof. The original and one copy will be forwarded to the Paymaster or to the Quartermaster, as appropriate, for transmittal to the Treasurer of the United States, Accounting Division, Treasury Department, Washington, D. C. The triplicate copy will be retained for the files of the disbursing officer.

(*d*) Requisitions shall be made well in advance of requirements, allowing 6 weeks over and above transit for printing and delivery. A supply sufficient to last 6 months should be requested unless for good reason (which should be stated on the requisition) the quantity ordered is intended for more or less than 6 months' supply.

(*e*) The first requisition for checks under a new symbol number shall specify serial numbering beginning with check No. 1; thereafter the serial numbers ordered will run consecutively on checks bearing the same symbol number.

(*f*) The details of surface printing and binding should be fully set forth on Form 1231. The surface printing of official checks used by the Marine Corps includes the following:

Upper left-hand corner:

NAVY, MARINE CORPS

The space under "Object for which drawn:" will in all cases show "No printing."

Under the signature line no rank or title will be shown.

(g) Upon receipt of check books, the checks should be immediately counted and the serial numbers verified to see that there is no break in the series.

### CUSTODY AND CARE OF BLANK CHECKS

(2) (*a*) Blank checks should be kept under lock and key when not in use, preferably in the disbursing officer's safe. Disbursing officers should make careful check each day on the blank checks in current use, to see that all are accounted for by their numerical sequence and that none have been lost or mislaid. Frequent inspections of all other blank checks in their possession will likewise be made.

(*b*) In the event of loss or theft of blank checks the disbursing officer will immediately notify the Treasurer of the United States by telegram and the General Accounting Office by letter giving the serial and symbol numbers of the checks.

(*c*) In addition to the action to be taken under paragraph (*b*) as above, any loss or theft of blank checks should be reported immediately by telephone or telegram to the nearest office of the United States Secret Service (First Supp. to Treas. Dept. Cir. No. 8, dated Sept. 3, 1937).

### TRANSFER AND DISPOSITION OF BLANK CHECKS

(3) (*a*) All transfers of checks should be reported to the Treasurer of the United States as soon as accomplished, and the reports should specify details as to serial and symbol numbers, names, and dates in order that the record of checks may be corrected.

(*b*) Whenever checks are transferred, a receipt therefor should be signed in quadruplicate marked "original," "duplicate," "triplicate," and "quadruplicate." The original, duplicate, and triplicate should be given to the officer transferring the checks, the triplicate to be retained by him and the others sent via the Paymaster or the Quartermaster, as the case may be, to the Treasury Department, accompanied by a letter of transmittal. (See subpar. (*i*).)

(*c*) An officer receiving blank checks on transfer from another officer shall immediately strike out the old symbol number and insert his own.

(*d*) The serial numbers of checks should not be changed except when used in the preparation of duplicate checks. (See art. 22-18 (8).)

(*e*) Where the disbursing officer is merely transferred from one station to another in the same service, and is to continue to disburse money under his former numerical symbol, he shall retain the checks issued to him and use them in his new office; or if the officer relieved will again disburse within a few months under his same symbol number, he should not transfer his checks. When the location of the disbursing officer, printed at the head of the check, has been changed once, it should not again be altered, but the checks should be returned to the Treasury Department, Division of Supply, for destruction.

(*f*) When a disbursing officer leaves the service permanently and no successor is to be appointed, or if for any reason checks cannot be used, the unused checks on hand must be returned immediately to the Division of Supply, Treasury Department, for credit.

(*g*) Disbursing officers who receive blank checks on transfer from officers being relieved from disbursing duty or other cause will immediately examine the serial numbers on the checks so transferred, and if they conflict with the serial numbers issued to them under their own symbol numbers, will forward such checks direct to the Treasurer of the United States, Division of Supply, Treasury Department, Washington, D. C., for credit. Reports of checks turned in for credit should be transmitted to the Treasury Department via the Paymaster or the Quartermaster, as the case may be.

(*h*) In no case will the symbol number on checks be altered a second time.

(*i*) Disbursing officers returning unused blank checks to the Treasury Department should forward a copy of the letter of transmittal to the General Accounting Office, Check Section. When disbursing officers are relieved of disbursing duty and the blank checks on hand are transferred to their successors, copies of receipts for such checks should be furnished the General Accounting Office, Check Section, by the disbursing officer transferring such checks (General Accounting Office General Reg. No. 91, dated Sept. 26, 1939).

### PREPARATION AND HANDLING OF CHECKS

### 22-8

(1) (*a*) Checks are to be drawn by the pay clerk or by any person designated for that purpose by the disbursing officer. When checks are drawn by such a designated person this duty will be performed under the immediate supervision of the disbursing officer or the pay clerk. All checks when drawn will be compared with the stubs and the vouchers by the disbursing officer or the pay clerk, prior to signature.

(*b*) After signature all checks will be handled only by the disbursing officer or the pay clerk, who will deliver the checks in person, place them in the safe pending delivery, or mail them.

(*c*) When checks are mailed, the officer placing them in the mails will make and initial an entry, either on the check stub or in the mailing record book, as to the date and hour of mailing. Where a number of consecutive checks are mailed at the same time one notation may be made stating the first and last check numbers mailed.

(2) (*a*) Checks may be filled in with pen and ink, by an ordinary typewriter in good condition carrying a properly inked black record

ribbon, or by use of any device employing legible type and an ink of permanent nature that will not affect the protective surface tint of the check. No objection will be made to the use of check-writing machines which print the amount in the body of the check in words or in figures only, provided the above-named conditions are fully complied with. Extreme care should be exercised in the preparation of checks to see that spaces are not left unfilled in such a manner as to facilitate alteration. The name of the payee and the amount should appear directly after and in line with the legends "Pay to the order of" and "the sum of" and the dollar sign.

(*b*) Checks should not be postdated or dated later than the date when delivered or mailed to the payee.

(*c*) Disbursing officers may date checks on Sunday when necessary for them to do so in making payments on the last day of a month to officers or employees for services rendered to and including that date (18 Comp. Dec. 606).

(*d*) As 31 U. S. C. 492 requires checks to be drawn "in favor of the person to whom payment is to be made," disbursing officers' checks must be drawn to order and not to bearer.

(*e*) Any check drawn by a disbursing officer upon moneys deposited to his credit must be in favor of the party, by name, to whom payment is to be made, and payable to "order," except when the check is drawn to secure funds for the disbursing officer to keep at his own risk for payments prescribed in article 22–9 (1).

(*f*) Checks drawn for remittances by officers and enlisted men shall be inscribed "Exchange for cash—remittance." Such checks will be issued only by disbursing officers at shore stations beyond the continental limits of the United States where postal money order service is not available and by disbursing officers afloat when there is no money order service on the ship to which the disbursing officer is attached, unless the ship is so close to money order service on some other ship that money orders are as easily obtainable as checks in exchange for cash.

(*g*) If an error made in preparing a check is discovered before the check is released, no erasure or alteration will be made. The signature or space therefor will be ruled out; the symbol and serial number left intact; a check will be marked "spoiled" when it is mutilated or defaced to such an extent as to impair its negotiability, and "voided" when it has been erroneously or incorrectly drawn and no credit has been claimed in the disbursing officer's accounts for it; the date of such action will be indicated on the check. A new check with a new serial number shall be issued.

(*h*) Certification concerning the correctness of an alteration should be made only in cases where a check has been questioned and returned to the drawer after its issuance. In such cases the disbursing officer may correct the check, but he must certify across the face of the check over his full signature as to the correctness of the erasure or alteration.

### SIGNATURES

(3) (*a*) Every disbursing officer or special disbursing agent in opening his first account and before issuing any checks will furnish the Treasurer of the United States with his official signature duly verified by some officer whose signature is known to the Treasurer of the United States. As soon as a disbursing officer or a special disbursing agent is assigned to disbursing duties, he should make application to the Paymaster or to the Quartermaster, as appropriate, for the necessary blank forms, which will be forwarded to him, together with instructions as to their verification, completion, and transmittal to the Treasurer.

(*b*) The signing of a check for public money in blank is prohibited.

(*c*) The signature of a disbursing officer affixed to his official check must be identical with the specimen furnished the Treasurer of the United States.

### CHECKS DRAWN FOR FUNDS FOR CASH PAYMENTS

### 22-9

(1) A disbursing officer may draw his check in favor of himself or "order" for such amount of cash as may be necessary for payments as follows:

(*a*) To make payments at a distance from a depositary.

(*b*) To make payments of fixed salaries due at a certain date.

(*c*) To obtain funds necessary to make current cash payments authorized by law not included in (*a*) and (*b*).

In cases falling within any of these three classes the disbursing officer may draw his check in favor of himself or "order" for such amount as may be necessary for the payment. The checks drawn under (*a*) may be cashed at such time as will enable the disbursing officer to make prompt payment for the purpose for which the check was drawn. The checks drawn under (*b*) may be cashed in advance of the salary payment date only when such action is necessary to enable the disbursing officer to make prompt salary payments, and ordinarily a period of not to exceed four days prior to the salary payment date will be deemed sufficient for that purpose. The checks drawn under (*c*) must not be cashed more than 3 days in advance of the date when such payments are due in cases where the disbursing officer is located at a point convenient to banking facilities, and not more than 7 days in advance of the date when payment is due when the disbursing officer is so located that it requires more than one-half day's time to reach available banking facilities and return to his station. Cash obtained in each of the above cases must not be in excess of the amount estimated to cover the payment specified (Treas. Dept. Cir. 195, Jan. 24, 1921).

(2) In cases where the funds are to be procured by a deputy the check will be drawn to the order of such deputy by name.

(3) If a check is drawn in exchange for funds the notation "Exchange for cash" should be made on the check.

### MISCELLANEOUS DATA RE CHECKS AND CHECK STUBS

### 22-10

(1) When a disbursing officer is relieved from disbursing duty he should turn over all check stubs, together with all retained vouchers and office records, to his successor, and a return rendered by the officer relieved to cover the period from the date covered in the last account current up to the date of relief.

(2) Upon the transfer of a disbursing officer, he should take with him a list of all checks outstanding at date of transfer. All check stubs, together with all retained vouchers and office records, should be turned over to his successor. If the officer transferred is to continue disbursing he will render regular returns and account at the end of the month.

(3) No liability of the payer of a check operates to relieve the drawer from the obligation of determining the identity of the payee to whom he issues a check.

(4) The holder of a power of attorney is not authorized to receive checks for amounts due his principal who has gone into bankruptcy and for whom a receiver has been appointed, but such checks must be made to the receiver (20 Comp. Dec. 43).

(5) No allowance will be made to any disbursing officer for expenses charged for collecting money on checks.

(6) Where an officer or employee of the Government stationed in a foreign country has been paid his salary by means of a Government check, drawn by a disbursing officer on the Treasurer of the United States pursuant to law, any cost incurred in procuring payment of the check must be at the expense of such officer or employee (22 Comp. Dec. 341).

(7) Check stubs may be posted either by pages or by days, but balances should be carried down at the close of business each day.

### PHILIPPINE CHECKS AND ACCOUNTS

### 22-11

(1) All checks of disbursing officers of the Marine Corps in the Philippine Islands will be drawn on the Treasurer of the United States, and will, with but one exception, bear on the face of the checks the following restriction: "In current funds at par, but only at the treasury of the Philippine Islands, Manila, P. I." Checks drawn

under this restriction will be stamped with symbol number assigned especially for this class of checks. In the payment of local bills and securing funds for cash payments, "restricted" checks as above prescribed should be used exclusively. Treasury checks, without the restriction, will be used for the purpose of making payments in the United States only, which is construed to include checks issued to returning members of the military service in exchange for cash, or for current pay when such checks are desired for transmission to the United States. Disbursing officers who maintain balances with the Treasurer of the United States for the purpose of making payments in the United States will continue to keep such depositary account separate from the account which bears the above restriction. They will show on the face of the accounts current, under "Analysis of balance," the balances under each depositary account according to symbol number. Such symbol number will be inserted immediately after the words "Treasurer of the United States," so that the two accounts may be distinguished from each other. Accounts under "regular" and "restricted" symbol numbers are kept separate and distinct by the Treasurer of the United States, and checks must not be drawn over either symbol until a credit has been established with the Treasurer of the United States under that particular symbol number.

(2) Blank checks bearing the restrictions referred to will be furnished by the Secretary of the Treasury, Division of Printing and Stationery, upon requisition of the disbursing officer, who should give the symbol number especially assigned him for the restricted account and state that the checks are to be cashed through the treasury of the Philippine Islands.

(3) Disbursing officers in the Philippine Islands will furnish certified specimen signatures to both the treasurer of the Philippine Islands and the Treasurer of the United States, and will advise both the treasurer of the Philippine Islands and the Treasurer of the United States when they desire stoppage of payment on any check which they have issued.

(4) Deposits of funds to the official credit of a disbursing officer stationed in the Philippine Islands. (See art. 22-20 (3).)

### CHECKS PRESENTED AFTER 1 YEAR FROM DATE OF ISSUE

### 22-12

(1) After the expiration of 1 year following the close of the fiscal year (ending June 30) in which they are drawn, checks drawn on the Treasurer of the United States are not payable by him but should be transmitted to the Secretary of the Treasury, Division of Bookkeeping and Warrants, for payment from the "Outstanding liabilities" appropriation, accompanied by an application for payment over the signa-

ture and address of the owner of such checks; provided, however, that the 1-year restriction does not apply to checks issued on account of public-debt obligations and checks issued on account of transactions regarding the administration of banking and currency laws (Sup. 8 to Treas. Dept. Cir. 176, Apr. 23, 1935).

(2) When the Treasurer of the United States reports to any disbursing officer that the amount of a check which has been outstanding 1 full fiscal year has been deposited by the Treasurer into the appropriation "Outstanding liabilities," the disbursing officer will make proper notation on the check stub and drop the check from the "List of outstanding checks." It is not necessary to make any entry on the "Account current" concerning such checks.

## UNDELIVERABLE CHECKS

## 22-13

(1) Disbursing officers having in their possession checks issued to pay obligations of the United States, which for any reason have remained undelivered for more than 3 full months from the last day of the month of issue, or which are held because of indebtednesses of the payees to the Government, the total amount of which indebtedness is not known at the time due to the fact that the administrative or other investigations have not been completed, and those directed to be transmitted to the General Accounting Office by administrative officers for settlement for various reasons, should forward such checks, unless otherwise provided by law, to the General Accounting Office, Records Division, for safekeeping and lawful disposition.

(2) Such checks should be forwarded by letter, in duplicate, in which is furnished a statement giving the name and symbol number of the disbursing officer and listing each check by number, date, amount, payee, payee's last known address, voucher reference, and nature of the payment, that is, whether for salary, reimbursement of expenses, supplies furnished, etc. In connection with checks forwarded due to indebtedness of payees or for other reasons, separate letters should be prepared for each payee, giving full particulars with reference to the indebtedness, etc., and citing previous correspondence had with that office, if any, in connection with the matters. Such checks will be receipted for on the copy of the forwarding letter which will be returned to the officer forwarding such checks. Upon completion of administrative investigations in connection with such irregularities, report thereof should be made to the General Accounting Office, Records Division, as provided by General Regulations No. 50, Supplement No. 1, dated April 4, 1934, and there should be furnished a statement of the total amount found chargeable to the persons concerned (payee, etc.) and the appropriation(s) and/or fund(s) properly creditable with any recoveries.

(3) All applications for checks transmitted in compliance with the above should be forwarded to the General Accounting Office, Claims Division.

(4) In cases where there are errors in the names or designations of payees of checks drawn on the Treasurer of the United States or other depositaries, but the amounts are properly due, such checks should be forwarded to the General Accounting Office, Claims Division, accompanied by a complete statement of facts, in order that authorizations may be placed thereon making them payable upon endorsement by the rightful payees in the usual manner.

(5) When a disbursing office is permanently discontinued, all issued checks that cannot be promptly delivered should be forwarded to the General Accounting Office, Records Division.

### STATEMENT OF DEPOSITARY ACCOUNT AND REPORT OF CHECKS

### 22-14

(1) In order that a more expeditious reconciliation of disbursing accounts and audit of the great volume of Government checks may be made by having available as soon as practicable a statement by each disbursing officer of his depositary account, and the necessary data relative to checks drawn, each officer drawing checks on the Treasurer of the United States or other authorized depositary will forward to the General Accounting Office, Check Section, on or before the tenth day of each month, a list of all checks drawn during the previous month, separately under each disbursing symbol, arranged in numerical order, or in lieu of such lists, with carbon copies of such checks. The data to be furnished must include the number, amount, and name of the payee of each check drawn.

(2) The Statement of Depositary Account and Report of Checks Drawn should be prepared in form and contain information as follows:

#### STATEMENT OF DEPOSITARY ACCOUNT AND REPORT OF CHECKS DRAWN

Checks drawn and statement of the depositary account of ________________
________________________________________, Symbol No. ______________
Disbursing officer

____________________________________, ____________________________________
Department Location or station

with the Treasurer of the United States (or other depositary) for the month of ________________, 19____:

Check-book balance at close of business, ______________, 19____ $________
Deposits entered on check-book during ______________, 19____
as per attached list of certificates of deposit________________ ________
Checks canceled during ______________, 19________________ ________
Adjustments (explain individually)________________________ ________

Total________________________________________________ ________

Checks drawn during ----------, 19---- as per attached list or carbon copies of checks---------------------------------------- ----------

Adjustments (explain individually)---------------------------- ----------

Check-book balance at close of business, ------------, 19---- ==========

Deposits in transit for deposit to checking account, not yet credited (per list attached)-------------------------------- ----------

Checks drawn under above symbol:

| Date | Check No. | Payee | Amount |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

I certify that the above statement is correct and the list (or carbon copies of checks furnished which are true copies) of checks, includes all checks drawn by me on the Treasurer of the United States (or on a specially designated depositary to be named by the disbursing officer) under the symbol number and during the month stated.

--------------------------------
Disbursing officer

(3) In certain exceptional cases where the volume of checks is unusually large and where carbon copies of schedules or abstracts (allotments of pay, etc.) can be prepared, showing name of payee, approval will be given by the General Accounting Office, when requested in writing, to the furnishing of a copy of such documents in lieu of check lists or carbon copies of checks.

### PROCEDURE FOR HANDLING CANCELED AND SPOILED OR VOIDED CHECKS

### 22–15

(1) A check in the possession of a disbursing officer should be marked (1) “Spoiled” when it is mutilated or defaced in preparation to such an extent as to impair its negotiation, (2) “Voided” when it is determined at the time of issue to have been erroneously or incorrectly drawn, no credit having been claimed in the officer’s accounts in connection therewith, or (3) “Canceled” when credit has been claimed as a disbursement which subsequently is determined to have been erroneous and the amount is not properly due the payee.

(2) When the drawer is no longer disbursing, any undelivered check which is determined to have been erroneously issued should be forwarded by the disbursing officer to the General Accounting Office, Check Section, with a statement of the reasons why the amount is not due. If the General Accounting Office concurs in the determination that the amount of the check is not due the payee or his estate, the Secretary of the Treasury will be requested to effect the necessary transfer from the depositary account and cover the proceeds into the Treasury to the credit of the pertinent appropria-

tion or fund, without personal credit to the drawer, such check being marked "Canceled, G. A. O., ____________________, 19____," and filed. (See par. (5).)

(3) Where it has been determined that an outstanding and unpaid check not in the possession of the drawer or the General Accounting Office has been erroneously issued, or the proceeds are not otherwise due the payee or his estate, the Treasurer of the United States should be notified to stop payment thereon and the General Accounting Office, Check Section, informed of the reasons therefor, in order that the necessary notations may be made on the records before the check is reported for covering into "Outstanding liabilities."

(4) Where checks in the possession of the General Accounting Office are not payable as drawn, they will be (1) "Canceled," if the amount is not due the payee or his estate, or, if the payee or his estate is indebted to the United States, the amounts thereof will be directed to be deposited into the Treasury to the credit of the applicable appropriation(s) or fund(s), or (2) "Endorsed" if the check is to be made negotiable on the endorsement of any person other than the payee.

(5) Notice of the action taken by the General Accounting Office with reference to cancelation of checks will be sent to the proper administrative office in order that appropriate entries may be made in the administrative records canceling the previously recorded disbursement voucher to which the check pertains and to the drawer (disbursing officer), if still disbursing, in order that he may make appropriate record thereof.

(6) Within 10 days after the close of the month each disbursing officer will list all checks canceled during the month on Standard Form No. 1098, Schedule of Canceled Checks, which form is prescribed for such purpose. Such form will be prepared in quadruplicate by the disbursing officer and numbered consecutively for each fiscal year. Each schedule must be completely executed and provide full responses under the several columnar headings, etc. The original and one copy of each of such schedules will be retained by the disbursing officer, the original to support and accompany his account current to the General Accounting Office, and the copy for his files. Two copies, together with the canceled checks, will be forwarded with the statement of depositary account and the list of checks drawn for the current month, to the General Accounting Office, Check Section, one copy of which will be receipted (by rubber stamp) and returned to the disbursing officer.

(7) Spoiled and voided checks, accompanied by a separate list thereof, prepared in duplicate, will also be forwarded by the disbursing officer to the General Accounting Office, Check Section, with the statement of depositary account and the list of checks drawn for the current month. One copy of the list will be receipted (by rubber stamp) and returned to the disbursing officer.

### CORRESPONDENCE RELATIVE TO IRREGULARITIES IN THE ISSUANCE, DELIVERY, AND NEGOTIATION OF CHECKS

### 22–16

(1) Upon discovery of any irregularity in the issuance, delivery, or negotiation of a check, if the check has been paid and has been forwarded to the General Accounting Office, a complete report of the facts relative to such irregularity should be promptly furnished the General Accounting Office. Such reports should include, also, information as to any notice or advice given the Treasurer of the United States and/or depositary bank concerned with respect to the check, and the amount of any overpayment in the particular account together with a statement of the appropriation(s) and/or fund(s) involved.

(2) In order that investigations of irregularities may be expedited, information pertaining to, or photostatic copies of, checks will be furnished to persons in immediate interest, such as payees and endorsers, for known bona fide uses. Photostatic copies of paid checks may be furnished when an accurate description of the check and endorsement thereon is not possible and is needed in an investigation of the irregularities, or upon a sufficient showing of other necessity therefor. Paid checks will be returned only to the Treasurer of the United States, for reclamation.

(3) Any claim presented for amount of a check recovered and deposited in the Treasury should be forwarded, with full administrative report and reference to the check involved, to the General Accounting Office, Claims Division, for settlement.

(4) If the amount of a lost or stolen check is large, or it is for other reasons deemed advisable, the active depositary banks in the vicinity should be furnished with notice to stop payment on the check.

(5) When a check (upon which payment has been stopped) is subsequently recovered, prompt notice must be given the Treasury Department, as no payment will be made until the original stoppage is formally withdrawn.

(6) The foregoing regulations do not apply to individual checking accounts maintained in local banks under authority of law at the personal risk of the depositor. In this connection see article 22–16A. (G. A. O. General Regulations No. 91—Revised, Sept. 24, 1940.)

### ACCOUNTING FOR PROCEEDS OF OUTSTANDING AND UNPAID CHECKS DRAWN ON LOCAL BANKS

### 22–16A

(1) The amounts of all checks drawn by disbursing officers against checking accounts with local banks under authority of law and re-

maining unpaid one full fiscal year from June 30 after the dates thereof shall be withdrawn as soon as possible after June 30 of each year and taken up in accounts under the receipt item "Outstanding liabilities," and deposited in the same manner as for collections which are not available for disbursement. A list of such checks shall be forwarded in duplicate with the account for June or July of each year. Such list shall give the number and date of check, name and address of payee, by whom drawn, on what bank, for what purpose, and amount. A copy of such list shall be retained by the disbursing officer as part of his official records, and a copy shall be furnished the bank with a notice to stop payment on the checks listed thereon.

(2) When a check, the amount of which has been carried to "Outstanding liabilities," is presented for payment, the payee or owner claiming payment thereof should be instructed to forward the check and his claim to the General Accounting Office, Claims Division, for settlement.

(3) When a change in disbursing officers occurs, the outgoing officer shall verify all checking accounts and prepare a list of all outstanding checks, including those of his predecessor or predecessors as of that date, which shall be turned over to his successor and a copy thereof shall accompany the possession slip to the General Accounting Office. The incoming disbursing officer shall preserve the list of outstanding checks and subsequently take action thereon as provided herein. (G. A. O. General Regulations No. 91—Revised, September 24, 1940.) [C. M. C. M. 2.]

### ENDORSEMENT ON GOVERNMENT CHECKS

### 22–17

(1) Checks drawn for the payment of pay rolls where payment is to be made in cash by the post commander acting as the disbursing officer's agent should be drawn to the order of the disbursing officer or his deputy as appropriate, issuing the check and endorsed as follows:

Pay to the order of the commanding officer of ______________________________
for payment of troops. (station)

[C. M. C. M. 3.]

(2) In endorsing Government checks the name and rank of the payee should be written just as it is on the face of the check.

(3) Should a check be cashed on a forged endorsement or by some person not the rightful holder thereof, and the same be honored by the Treasurer of the United States before payment has been stopped thereon, a letter should be addressed to the Secretary of the Treasury, giving complete details and requesting that the check be withdrawn for reclamation and instructions furnished in regard to further action (21 Comp. Dec. 668, as amended by 22 Comp. Dec. 440).

the check is not binding upon the Government, as no officer is authorized by law to so endorse in his official capacity a disbursing officer's check (27 Comp Dec. 562).

(6) When payment is made by check, the acknowledgment of a receipt of check is not evidence of payment, but the endorsement of the payee on the check is, provided the proceeds of the check are collected. Under Treasury Department Circular No. 52 of 1907, when payments are made by check the endorsed check is the receipt to the Government. The receipt is not complete until the check has been endorsed by the payee to whom issued (15 Comp. Dec. 604).

## BONDS OF INDEMNITY AND ISSUE OF DUPLICATE CHECKS

## 22–18

(1) In the event of the nonreceipt or loss of a check issued by a disbursing officer, and in addition to such action as may have been instituted by the disbursing officer in accordance with article 22–16, the owner, better to protect his interest, should immediately notify the Treasurer of the United States or other drawee, describing the check, stating the name of the disbursing officer by whom the check was drawn, giving, if possible, its date, number, and amount, and requesting that payment be stopped. Upon receipt of such request, if the check is found to be outstanding, a form of affidavit, and in appropriate cases a bond of indemnity (Treasury Form 2244 or 2244a), will be prepared in the Treasurer's office and transmitted for execution by the claimant. The bond and affidavit, when duly executed according to instructions contained thereon, must be transmitted to the disbursing officer who issued the original check.

(2) **Affidavit of nonreceipt or loss.**—An affidavit in substantially the form prescribed, Treasury Form 2244, 2244a, 2244b, or 2244c, as the case may be, must be executed by the claimant and submitted to the disbursing officer who drew the original check, with a bond of indemnity or application (Form 2244b or 2244c), giving the claimant's name and residence in full, describing the check, and all endorsements thereon, showing the claimant's interest therein and detailing the circumstances attending its nonreceipt or loss. The affidavit must be made and signed before a notary public or other officer authorized by law to administer oaths, who must certify that he administered the oath. If executed beyond the continental limits of the United States, the affidavit must be made before a notary public, before a diplomatic or consular officer of the United States, or such officers of the Navy or Marine Corps as are authorized to administer oaths for the purpose of administration of naval justice and for other purposes of naval administration. If a corporation or association, etc., is the claimant, an officer thereof must make and sign the affidavit individually, but on behalf of the corporation or association.

If a partnership is the claimant or if the check is owned jointly by two or more persons, all partners or joint owners must execute the affidavit.

(3) **Cases in which bond of indemnity is not required.**—No bond of indemnity will be required in the following cases unless such bond is required by the Secretary of the Treasury in any specific case:

(*a*) If the Secretary of the Treasury is satisfied that the loss, theft, destruction, mutilation, or defacement, as the case may be, occurred without fault of the owner or holder and while the check was in the custody or control of the United States (not including the Postal Service when acting solely in its capacity as the public carrier of the mails), or of a person thereunto duly authorized as lawful agent of the United States; or while it was in the course of shipment effected pursuant to and in accordance with the regulations issued under the provisions of the Government Losses in Shipment Act.

(*b*) If substantially the entire check is presented and surrendered by the owner or holder and the Secretary of the Treasury is satisfied as to the identity of the check presented and that any missing portions are not sufficient to form the basis of a valid claim against the United States; and in such cases the 30-day waiting period is waived and, when circumstances justify such action, a letter of application or submitted affidavit may be accepted in lieu of application (Treasury Form 2244b or 2244c).

(*c*) If the Secretary of the Treasury is satisfied that the original check is not negotiable and cannot be made the basis of a valid claim against the United States.

(*d*) If the amount of the check is less than $50, and the Secretary of the Treasury is satisfied that the giving of a bond of indemnity would be an undue hardship to the owner or holder; when the amount of the check is not more than $25, and the check has not been endorsed by the payee, it will ordinarily be presumed that the giving of a bond of indemnity would be an undue hardship to the owner.

(*e*) If the owner or holder is a State or political subdivision thereof, a corporation the whole of whose capital is owned by the United States, a foreign Government, or a Federal Reserve bank.

(4) In the above cases application for the issuance of a duplicate check without a bond of indemnity shall be made on Form 2244b or 2244c. Additional affidavits and evidence may be required.

(5) **Issue of duplicate.**—After the expiration of thirty days from the date of the original check, and before the close of the fiscal year following the fiscal year in which it was issued, the disbursing officer will issue a duplicate, which must be an exact transcript of the original, care being taken that the number, date, and name of the payee correspond to those of the original. The disbursing officer will then, without delay, forward the bond (Treasury Form 2244 or 2244a) or application (Treasury Form 2244b or 2244c), properly briefed by him, and the duplicate check, to the Secretary of the Treasury, accompanied by

a letter requesting certification and return of the check. If the original check is recovered before the issuance of the duplicate, the Treasurer of the United States or other drawee should be immediately notified and removal of the stoppage requested.

(6) **Transmittal of certified check to owner.**—Upon return of the certified check by the Treasury Department it should be forwarded to the payee or the party at interest with instructions that should the original check be recovered it should be returned immediately to the officer who drew the check, if his whereabouts be known, to be surrendered to the Secretary of the Treasury for cancelation. If the disbursing officer's whereabouts are not known, such original check should be immediately returned to the Treasury Department, with an explanatory letter.

(7) **When claimant is other than payee.**—If the claimant is someone other than the payee of the original check, he should present clear and satisfactory evidence of his ownership to the Division of Bookkeeping and Warrants, Treasury Department. Upon a finding that the claimant is the lawful owner of the original check, a duplicate may be issued to the claimant, payable to such claimant through an endorsement on behalf of the Secretary to that effect.

(8) **Preparation of duplicate.**—Duplicate check should be prepared on one of the disbursing officer's regular official checks, the number thereon being changed to agree with the number on the original. The word "Duplicate" will be conspicuously shown on the check thus issued. Proper notation relative to the use of this check and the change of its number should be made on the stub and reported in list of checks issued during the current month, furnished the General Accounting Office, but the amount thereof should not be deducted from the checkbook balance.

(9) In case of the loss of a check issued by a disbursing officer who is dead, no longer in the service of the United States, has been relieved, or whose detail has expired, the affidavit and bond required to be furnished by the owner of said check to a disbursing officer, prior to the issuance of a duplicate check, should be forwarded to the Secretary of the Treasury, who will refer them to the General Accounting Office for examination and the statement of an account in favor of the owner of said check. Payment will then be made by check issued pursuant to such statement of account.

(10) **Preparation of affidavit and bond.**—The manner of preparing the affidavit and the bond, and the amount of penalty required, are shown on the form furnished by the Treasury Department.

(11) **Check drawn in favor of another Government activity.**—When an official Government check drawn in favor of a Government department or activity is lost, a duplicate check may be issued in the same manner as outlined in paragraphs (3) (*e*) and (4) above. [C. M. C. M. 3.]

(12) Statutes governing.—Statutes governing lost, stolen, or destroyed Treasury checks, and the issuance of duplicate checks, are cited in article 2120–12, and published in appendix B, Bureau of Supplies and Accounts Manual.

### CURRENCY (DOMESTIC AND FOREIGN)

### 22–19

(1) When currency is being transported, the utmost care shall be exercised to guard against loss. Except when the quantity is too bulky and other suitable containers are provided, currency shall invariably be transported in a regulation money bag. Officers transporting money shall carry firearms and, if transportation is over water, the money bags or other containers shall be securely attached to a buoy by a line long enough to mark the spot in case of sinking.

(2) In the field, or elsewhere when necessary, a guard will be placed over the money to insure its safekeeping during the absence from the office of the disbursing officer and his office force.

(3) Currency in hand will be kept by the disbursing officer in a safe, the combination of which will be known only to himself.

(4) A limited amount of currency may be turned over to the chief pay clerk or pay clerk for making current daily disbursements as the paymaster's deputy which will be kept in a separate safe, the combination of which will be known only to the chief pay clerk or pay clerk as the case may be. The money so turned over will be covered by a receipt, which will be kept in the disbursing officer's personal custody. The balance in the possession of the chief pay clerk or pay clerk will be frequently verified by the disbursing officer.

(5) Commanding officers will not require that they be given, nor will they accept, the combinations of safes assigned to others for the safekeeping of public funds of the United States, blank Government checks, blank transportation requests, or other funds or confidential publications for which commanding officers are not personally responsible. [C. M. C. M. 3.]

(6) Payments made in foreign money on individual receipts will show in the body of the receipt the foreign money so paid, in words and figures, and at the bottom of the receipt its value in United States currency and rate of exchange. On pay rolls, the amount of foreign money will be permanently shown (typewritten) in figures, preceded by the symbol of the currency used, in the column "Due and paid," immediately above the United States currency equivalent. In no case, however, will the full account be stated in foreign money on individual vouchers or pay rolls. [C. M. C. M. 3.]

(7) Under "Paymaster's statement" on pay rolls, the total amount of foreign currency paid will be stated. The rate of exchange will also be shown. [C. M. C. M. 3.]

## DEPOSITS OF PUBLIC FUNDS

### 22–20

(1) Disbursing officers having moneys in their possession not required for current expenditures shall pay the same to the Treasurer, an Assistant Treasurer, or some public depositary of the United States without delay, and in all cases within 30 days after their receipt (31 U. S. C. 495).

(2) Every disbursing officer of the United States who deposits any public money intrusted to him in any place or in any manner, except as authorized by law, or converts to his own use in any way whatever, or loans with or without interest, or for any purpose not prescribed by law, withdraws from the Treasurer, or any Assistant Treasurer, or any authorized depositary, or for any purpose not prescribed by law transfers or applies any portion of the public money intrusted to him, is in every such act deemed guilty of an embezzlement of the money so deposited, converted, loaned, withdrawn, transferred, or applied, and shall be punished by imprisonment with hard labor for a term not less than 1 year nor more than 10 years, or by a fine of not more than the amount embezzled or less than $1,000, or both such fine and imprisonment (18 U. S. C. 177).

(3) Every deposit of funds to the official credit of a disbursing officer shall be made with the Treasurer of the United States. Disbursing officers stationed in the Philippine Islands may make deposits with the treasurer of the Philippine Islands, such deposits to be accompanied by Form 6599. The treasurer mentioned will receipt in duplicate for such deposits, returning the duplicate receipt to the disbursing officer.

(4) Without deposit to the credit of the Treasurer of the United States and withdrawal on money requisitions, receipts of public moneys from sales or other sources by officers of the Marine Corps on disbursing duty and charged in their official accounts may be used by them as required for current expenditures, all necessary bookkeeping adjustments of appropriations, funds, and accounts to be made in the settlement of their disbursing accounts (31 U. S. C. 495a).

(5) (*a*) Disbursing officers of the Marine Corps desiring to deposit funds with the Treasurer of the United States, which are to be placed to their official credit, are required to use Treasury Department Form 6599 (revised), preparing an original and four copies. The original and three copies should be delivered to the depositary, who will date and sign the original, duplicate, and triplicate copies, and deliver or mail the duplicate and triplicate to the officer whose account is to be credited.

(*b*) All disbursing officers of the Paymaster Department depositing funds with the Treasurer of the United States will transmit the duplicate (green copy) of Treasury Department Form 6599 (revised) or Treasury Department Form 1 (revised) to the Paymaster, Marine Corps, with the duplicate copy of the account current.

(6) Whenever possible the above forms should be prepared by the use of a typewriter and good carbon paper. All blanks should be filled out and care should be exercised to insure the correct statement of the name of the officer, the title of the account, and the symbol number of the account to be credited.

(7) When one officer is authorized to deposit funds to the credit of another, the name of the depositing officer will appear on the top line, and the name of the officer to be credited will be entered in the block below the written amount, making it read: "For credit, subject to check, in the disbursing account of John Doe, symbol number 00000."

(8) (*a*) Remittances received by a disbursing officer in his official capacity in the form of checks, drafts, or money orders should not be cashed by him, but should be delivered to the Treasurer of the United States or to a designated depositary for collection and deposit with the Treasurer to the officer's official credit; neither should remittances received in the form of cash or currency be exchanged for checks or money orders.

(*b*) Accountable officers who accept personal checks in payment for public property purchased or other personal indebtedness and disbursing officers who receive such checks for deposit in their accounts should protect themselves against loss due to possibility of the checks later being found to be uncollectible, by giving a receipt therefor noted "Subject to collection only." [C. M. C. M. 3.]

(9) Deposits will be made to the credit of the Treasurer of the United States, either with the Treasurer, a Federal Reserve bank, or a designated national depositary.

(10) Treasury Form 1 (revised) shall be used in all cases where deposits are made to the credit of the Treasurer of the United States.

(11) Whenever a disbursing officer having funds on deposit to his official credit with the Treasurer of the United States desires to pay such funds into the Treasury, either as revenue or as a repayment to an appropriation, he shall draw a check on the Treasurer of the United States to the order of the Treasurer, a Federal Reserve bank, or an active designated depositary bank, as may be most convenient, showing that the amount is "for deposit to the credit of the Treasurer of the United States on account of (state specifically on what account deposit is made)." The check shall be sent to the Treasurer, the Federal Reserve bank, or active designated depositary bank in whose favor drawn. The Treasurer or bank shall issue the usual certificate of deposit. (See Treas. Dept. Cir., Feb. 28, 1915.)

(12) Referring to paragraph 2 of Treasury Circular 281, dated March 20, 1922, as all funds are advanced to Navy and Marine Corps disbursing officers under general account of advances, all unexpended balances should be credited to this account when deposited. In depositing such balances, the certificate of deposit (Treasury Form 1) should be clearly marked to indicate that the Navy Department's general account of advances is to be credited, and letters of transmittal should clearly show that the disbursing officer's personal account and not his checking account is to receive credit.

### DEDUCTIONS—CIVIL SERVICE RETIREMENT AND DISABILITY FUND

### 22–21

(1) Disbursing officers of the Marine Corps who make deductions and receive collections on account of the Civil Service Retirement and Disability Fund will deposit such amounts to the credit of the Treasurer of the United States on Treasury Form 1 for the account of the retirement fund.

(2) Treasury Form 1 (revised) will be prepared on the last day of each month to cover the amount shown as retirement fund deductions during the period, and the form, accompanied by a Treasury check in like amount, will be forwarded to the Treasurer of the United States, Washington, D. C., except that disbursing officers outside the United States will forward such deductions to the depositary with which other deposits are usually made. On Treasury Form 1, immediately following the words "on account of" will be placed the following notation "8135.2—Contributions—Civil Service Retirement and Disability Fund—Trust Fund." Treasury Form 1 will be numbered starting with No. 1 and continuing throughout the fiscal year. Deposits made on Treasury Form 1 will not be connected with deposits made on Treasury Form 6599, therefore, care should be taken to see that the numbers are not confused.

(3) (*a*) **Preparation of schedule of retirement and disability-fund credits (Standard Form 1070).**—The total deductions as shown by each complete pay roll or other pay voucher will be entered on schedule of retirement and disability fund credits (Standard Form 1070), and listed according to the voucher number which will be entered in the column, "Bureau or Office Number."

(*b*) The schedule will be prepared in sextuple by the disbursing officer on the last day of each month, and will cover all pay rolls paid during the period, entries being made on the schedules as pay rolls are paid. The schedules will be numbered consecutively for the fiscal year. Copies will be distributed as follows:

Original and duplicate, with the pay rolls.
Third copy, to the General Accounting Office, Accounting and Bookkeeping Division.
Fourth copy, to the United States Civil Service Commission.
Fifth copy, to the Treasury Department, Division of Bookkeeping and Warrants.
Sixth copy, retained.

(4) On the account current (Standard Form 1021) collections and deposits of retirement and disability funds will be shown on the face of the form to the left of the first money column. Another column need not be ruled, but in the heading, on a line with "Receipts," and to the left of the first money column, will be entered:

"8135.2 Cont.
CSRDF–TF"

On the line captioned "Adjustments" will be entered:

"Retirement Fund $__________"
(Amount)

Under the heading "Payments," on the line captioned "Deposits—cred. to Treas. U. S. only" will be entered the amount. All entries to be to the left of the first money column.

(5) Errors in making deductions from the pay of an employee should be adjusted on the next pay roll on which the employee's name appears by increasing or reducing the retirement deductions with a corresponding reduction or increase in the amount paid to the employee and with suitable notation in the "Remarks" column of the roll.

### PROCEEDS FROM SALES

### 22–22

(1) Proceeds from sales to officers, enlisted men, and civilians covering provisions, clothing, and other Government property, less overhead charge, will be deposited in a disbursing officer's account under general account of advances. Such funds will be reported as a credit to the appropriation "General Expenses, Marine Corps," on the monthly schedule of collections and the monthly account current.

(2) Proceeds from the overhead charge on sales, gains due to fractions of a cent on sales of subsistence, stores, etc., and amounts recovered from officers and enlisted men for lost property by survey will be deposited in a disbursing officer's account under general account of advances. Such funds will be reported as a credit to miscellaneous receipts on the monthly schedule of collections and the monthly account current.

(3) Proceeds of surplus property sales and condemned Government property sale, including clothing, will be deposited in a disbursing officer's account under general account of advances. Such funds will be reported as a credit to miscellaneous receipts on the schedule of collections, showing the accounting number, in accordance with Appropriations Bulletin issued annually by the Navy Department, except in cases where all or part of the funds derived from the sale are to be expended by the disbursing officer at a later date. In cases where the net proceeds of sales of surplus or condemned stores cannot be determined at the time of sale, the funds collected should be credited to the naval working fund, symbol No. 17–0888, and the account current supported by summary statement of sales (S. and A. Form 25a for condemned material; S. and A. Form 25b for surplus material), which form will show the receipt and disposition of collections.

(4) Proceeds received involving miscellaneous receipts, naval working fund, and a credit to an appropriation will where it is impracticable to deposit such funds with the Treasurer of the United States or a designated depositary be shown on the monthly schedule of collections under such headings and carried out and taken up under general account of advances.

### SPECIAL DEPOSITS

## 22–23

(1) Deposits by individuals or firms to cover the cost of work to be undertaken for them by the Government; money received from civilian employees of the Naval Establishment to cover the supply of heat, light, subsistence, or laundry service; money received from officers, enlisted men, or civilians at a Marine Corps post, covering long-distance telephone calls, unofficial calls over leased lines and leased-line privileges, and money received from contractors who have contracted with the Government to perform a certain duty, such as the removal of garbage, refuse, etc., must be taken up and accounted for by disbursing officers in the same manner as other funds are accounted for that come into their possession. Accountable officers at posts or stations where there is no disbursing officer should account for funds received in this manner as outlined in article 17–89.

(2) Supplies and Accounts Form 24 will be used in connection with all special deposits and a copy of such form will be forwarded monthly with the account current to each office that is furnished with the account current and supporting papers. The funds so received will be taken up on Form 24 in the column marked "Received during period," showing in the total column of the receipt side of the form the total amount received during the period. Any amound deducted from the deposits to cover supplies or services furnished will be entered in the column marked "Materials" under the general heading "Expenditures." If a refund is made during the period, the amount will be entered under the heading "Amount refunded" and the balance of the deposit remaining will be shown in the last column on the form and will be carried forward to the first column for the next month. This form will care for several depositors and only one copy need be prepared to cover several depositors.

(3) Refunds to individuals or firms will be made by Treasury check of the disbursing officer, and a voucher of the disbursing officer, Standard Form 1047, giving all the facts regarding the refund, will be used as an expenditure voucher to the account current. This public refund voucher should be numbered in the same manner as other expenditure vouchers.

(4) All special deposits taken up will be credited to the appropriation "Naval working fund." Refunds made to individuals will be debited against the naval working fund. In cases where payment is made by a disbursing officer to cover long-distance telephone calls, unofficial leased-line calls, etc., Form 1034 will be used in the usual manner as for other expenditures and the naval working fund will be used as the appropriation chargeable.

## 22–24 to 23–0

## CHAPTER 23

# RETURNS AND VOUCHERS

### FISCAL RETURNS, QUARTERMASTER'S DEPARTMENT

### 23–1

**Audit and settlement** of accounts of disbursing officers of the Quartermaster's Department are made by the General Accounting Office, Audit Division, upon the rendition of a monthly account current, accompanied and supported by original vouchers to substantiate each receipt and expenditure of public funds. A "Schedule of disbursements," Standard Form 1025, and "Schedule of collections," Standard Form 1026, should accompany the account current, showing separately each payment and receipt and the appropriation involved.

### 23–2

(1) **Account current.**—Disbursing officers shall transmit, by letter, to the General Accounting Office, Audit Division, Washington, D. C., monthly, an account current (Standard Form No. 1021) embracing all receipts and expenditures of funds, accompanied by all schedules, vouchers, and other papers necessary to substantiate the account, all of which shall be transmitted flat and not folded. The brief of inclosures appearing on the reverse side of the account current shall be filled in to specify clearly the kind and numbers of papers: for example, "Account current, schedule of collections (2 sheets, 6 receipts), Schedule of disbursements (10 sheets)." All papers constituting the return shall be securely fastened together. Copies of the account current shall be forwarded to the Bureau of Supplies and Accounts and to the Quartermaster. The copy forwarded to the Bureau of Supplies and Accounts will be accompanied by a copy of the schedule of collections and schedule of disbursements, also a copy of every voucher covering a payment charged against, or receipt of funds which revert to, Navy appropriations.

(2) The account current and papers pertaining thereto must be sent to the General Accounting Office within 10 days after the period to which they relate. The Secretary of the Treasury is authorized

to waive the time limit within which returns are to be submitted in cases where there is, or is likely to be, a manifest physical difficulty in compliance. When for any reason a disbursing officer is delinquent in the rendition of his monthly returns to the General Accounting Office, the necessary explanation thereof should be made in a letter of transmittal.

(3) An officer having a depositary account, or having public funds in his possession for which he is accountable to the United States, who makes no disbursements during a fiscal month or part thereof, must render an account current to the General Accounting Office within 10 days after the end of that period, in the same manner as when disbursements are made.

## 23–3

**Copy of vouchers to the Quartermaster.**—A copy of each voucher paid, each account of sales of Government property, and any other paper supporting a receipt, deposit, transfer, or expenditure of funds will be forwarded to the Quartermaster as provided in article 23–4.

## 23–4

(1) **How rendered to the Quartermaster.**—With the exceptions stated in the next paragraph, copies of vouchers paid will be forwarded to the Quartermaster weekly, accompanied by consolidated abstract of expenditures under the various appropriation subheads, stating the serial numbers of the vouchers inclosed, unless otherwise directed by the Quartermaster. The copy of the account current required to be sent to the Quartermaster will be accompanied by a copy of the schedule of collections, schedule of disbursements, and all other vouchers and papers supporting receipts, deposits, transfers, and expenditures of funds shown on the account current except vouchers paid.

(2) Officers disbursing Quartermaster's Department funds in China, Cuba, Guam, and the Philippine Islands, will forward monthly to the Quartermaster all of the papers specified in the preceding paragraph, except the abstract of expenditures. Recapitulations by subheads will be shown on the schedule of disbursements.

## 23–5

**Vouchers will be arranged in the order of their serial numbers, first** number on top, all securely fastened together, and the schedule or abstract to which they pertain placed on top of them. The account current will be placed on top of the papers supporting it, and those papers arranged in the order in which the entries to which they pertain appear thereon.

## 23–6

(1) **General Expenses, Marine Corps.**—All funds appropriated for that part of the maintenance of the Marine Corps with which the Quartermaster's Department is charged are combined in one appropriation, designated "General Expenses, Marine Corps," to be accounted for as one fund. Accordingly, in rendering accounts to the General Accounting Office and reporting expenditures to the Bureau of Supplies and Accounts, disbursing officers will charge all expenditures under the cognizance of the Quartermaster's Department to that appropriation, stating the fiscal year affected, e. g., "General Expenses, Marine Corps, 1931."

(2) For purposes of classifying expenditures, the appropriation "General Expenses, Marine Corps," is divided into the subheads Provisions; Clothing; Fuel; Military supplies and equipment; Transportation of troops, recruiting; Repairs of barracks; Forage; Miscellaneous supplies and expenses; and Marine Corps Reserve. The classes of expenditures covered by each of these subheads are shown in the Navy appropriation act for the fiscal year involved.

(3) Disbursing officers receiving allotments of funds from the Quartermaster under the appropriation subheads will keep a record of receipts and expenditures made under each subhead and will report to the Quartermaster promptly at the end of the period for which the allotment was made the unexpended balance remaining on hand under each of the subheads covered thereby. Disbursing officers taking up funds received from sales will not add the amount to their allotments without specific authority from the Quartermaster to do so.

(4) (*a*) Disbursing officers will show on the memorandum copies of vouchers paid forwarded to the Quartermaster in accordance with the provisions of article 23–3 the appropriation subhead to which the expenditure covered by the voucher is chargeable. This entry will be made immediately following the appropriation entry; for example:

Appropriation: General Expenses, Marine Corps, 1930.
Subhead: Provisions.

(*b*) When the voucher covers expenditures chargeable to more than one subhead, the amount chargeable to each will be shown, e. g., "Subheads: Provisions, $150; Repairs of barracks, $50." Where the character of supplies or services charged on a voucher does not in itself indicate the subhead to which it is properly chargeable, the purpose for which they were procured will be stated either on the memorandum copy of the voucher or in a memorandum attached thereto.

(*c*) The information regarding appropriation subheads called for in (*a*) and (*b*) being intended solely for the information of the Quartermaster, it will not be entered on the original vouchers, schedules, or other papers comprising the fiscal returns rendered to the General Accounting Office or copies thereof forwarded to the Bureau of Supplies and Accounts. It may be entered on the disbursing officer's retained copy of each voucher paid and copy of voucher forwarded to the Quartermaster.

### 23-7

**Blank forms for use on expeditionary service.**—Officers ordered to duty as disbursing officers of the Quartermaster's Department with expeditionary forces should supply themselves with the following blank forms before departure from their stations for such duty and should replenish such supply as needed by requisition on the depot quartermasters, Philadelphia, Pa., and San Francisco, Calif.

Account current (Standard Form No. 1021).
Schedule of disbursements (Standard Form 1025).
Schedule of collections (Standard Form 1026).

All necessary voucher forms, with twice as many duplicates as originals (in the case of purchase voucher forms a sufficient extra supply of memorandum copies to provide for compliance with art. 17-149).

### 23-8

**Change in mail address.**—Upon being detached or changing station, a disbursing officer should, in order to facilitate the transmittal of reports, inquiries, etc., in regard to his accounts, advise the General Accounting Office and the Treasurer of the United States or depositary carrying his account of such change, giving his corrected mailing address.

### 23-9

**Certification.**—Disbursing officers shall not certify any papers supporting vouchers in their accounts, either as true copies or otherwise, except in cases of their own vouchers for pay and allowances.

### 23-10

**Returns of foreign money.**—To secure uniformity in the preparation and rendition of their accounts, the following illustration of the method of stating the value of foreign silver or gold in the places occupied by the United States forces is stated: The accounts, whether for purchases or services, will be stated in the currency under which the indebtedness is incurred; i. e., foreign silver or gold or United States currency. If the agreement calls for either foreign silver or gold, the accounts shall be stated in those currencies respectively. When in silver the total amount will be reduced to its equivalent in gold currency in use in the country in which the indebtedness is incurred, at the rate of exchange which may govern at the time, and from this gold currency into United States currency at the current rate of exchange at the date the article or supplies were delivered or the services rendered. If the account is stated in the gold currency in use, but the one reduction, into United States currency, will be necessary.

### 23–11

The amount in United States currency having been determined, authority is given for checks to be drawn therefor by disbursing officers of the Quartermaster Department to their own order in United States currency and by them exchanged at local fiscal agencies of the United States where possible, or at local banks, for the necessary amount in the coin required to pay the creditor in the money originally agreed upon, and authority is also given for such exchange where the creditor declines to accept check payable in currency of the United States.

## RETURNS

### 23–15

**The fiscal year** of the United States begins on July 1 and ends on June 30 of the following year, the fiscal year taking its designation from the calendar year in which it ends.

### 23–16

**Returns for each fiscal year to be separate.**—A certificate of settlement of an account of a fiscal officer may be made for a period from July 1 to the succeeding June 30, or any portion of such period, but in no case will a certificate cover a period extending from a date within one fiscal year to a date within another fiscal year. In accord with this, in no case will a disbursing officer combine any part of the account for the first month of a fiscal year with the account for the previous month; if an officer is detached from duty on June 30, he should render a complete account to June 30, and any expenditures made during the period allowed for settling accounts should be rendered in a separate supplemental account. In all cases accounts must include all payments and only payments made during the period covered, in order to be an exact record of the transactions actually taking place within that period. An account must never be held open to include payments made for supplies delivered or services rendered during the period of accounts but not paid until subsequent thereto, as in the case of the payment of rolls during month succeeding that for which payment is made (Cir. No. 38, Comp. Treas., June 17, 1907).

## 23–17

(1) **Time for rendering.**—In computing the period of time specified in 31 U. S. C. 78, for the transmission to and receipt by the Comptroller General of monthly and quarterly accounts, Sundays and legal holidays which fall within the period specified should be counted, but when the last day of such period falls on Sunday the receipt of them on the succeeding day will constitute a compliance with said act (17 Comp. Dec. 229).

(2) Irregularities in the mail service or want of blank forms will not excuse a disbursing officer for his failure to comply with the provisions of law relative to the rendition of returns. When vouchers are not sent with the account to which they belong, but are subsequently rendered, suitable explanation will be made in a letter accompanying the account.

## 23–18

In accounting for funds received under Treasury warrant the number and date of the warrant only will be entered on accounts current. In no case will the requisition number be entered.

### VOUCHERS, QUARTERMASTER DEPARTMENT

## 23–19

(1) **Preparation.**—(*a*) Vouchers will be prepared on prescribed forms. They will be rendered in the English language, but when that is impracticable a translation of the voucher must accompany it. The correctness of the facts stated on a voucher and the justness of the account must be certified to by an officer. Money amounts will be expressed in terms of dollars and cents. When a fraction of a cent less than one-half occurs in the extension of an item on a voucher, or in the total amount, it will be disregarded. If the fraction be one-half or greater, it will be reckoned as a cent. On foreign stations when it is necessary to pay in foreign currency for supplies purchased or services obtained, vouchers may be stated in the currency used, but in such cases the equivalent in United States currency of the total amount paid must be stated on the face of the voucher, e. g., "Equal to $______, United States currency." (See art. 23–10.)

(*b*) On all vouchers covering claims for costs of repairs to buildings or other real property, automobiles, trucks, or equipment rented or leased from private sources, a reference will be made to the specific rental or lease agreement showing the obligation of the Government. [C. M. C. M. 3.]

(2) (*a*) Vouchers in favor of commercial concerns, which are payable by the disbursing officer, Quartermaster Department, Head-

quarters, United States Marine Corps, will include the original (Standard Form No. 1034) and only one copy thereof (Standard Form No. 1034a). Those submitted to other disbursing officers for payment will include the original and two copies. Vouchers covering payments chargeable to Navy appropriations, will be forwarded to the disbursing officer with a further additional copy, and if more than one department of the Government is involved in the transaction by reason of appropriations to be charged there will also be furnished an additional copy of the voucher for each department concerned, or appropriation involved.

(*b*) Accounts in favor of other Government departments or establishments will be stated on Standard Forms 1080, 1080a, 1080b, and 1080c, and will include the original and one copy each of Forms 1080b and 1080c, and three copies of 1080a.

(3) All vouchers and accompanying papers should give the exact state of facts upon which payments are based, showing a clear and complete explanation of the transaction, for the information of the accounting officers in settling the disbursing officer's accounts.

(4) Vouchers must be stated in the name of the corporation, company, firm, or person rendering the services or furnishing the articles for which payment is made (hereinafter referred to as the payee), show the place of business of the payee, and be certified by the payee as follows: "I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed." The voucher form will not be itemized and signed as the invoice of the payee except in cases where it is impracticable or inconvenient to obtain payee's bill properly itemized and certified to be used in support of the voucher. The payee's certificate on his invoice must be indorsed across the face thereof, and not on a separate sheet of paper to be attached thereto. When such itemized bills are used it is not necessary for the payee to sign the certificate on the voucher, or to itemize the articles purchased on the voucher; all that is necessary is to describe the bill (or bills) on the voucher sufficiently to identify it, enter the total amount thereof in the "amount" column, and fasten the bill securely to the voucher. The following are examples of the entry of description and identification to be made on the voucher in such cases, viz: "Fresh vegetables furnished during the month of August 1930 as per attached bill (or bills)," or "Supplies furnished as per attached bill." An effort will be made to procure a sufficient number of copies of bills from contractors to permit one being attached to each copy of the voucher. If the original bills are received in proper form, without

sufficient number of copies, the additional copies required should be made by the office of the certifying officer in preference to forwarding itemized voucher to payee for signature, or delaying certification of the account until additional copies can be obtained. Only the original bill need be certified, and the signature to the certificate and the payee's name as shown on the purchase order or letter of award, the statement and certificate of award, Standard Form 1036, and the voucher must correspond literally with the name and signature of the payee as shown on the proposal. [C. M. C. M. 3.]

(5) In cases of articles purchased by the pound, ton, gallon, etc., the unit of quantity will be shown immediately following the description of the article, e. g., "white lead, lbs.", "turpentine, gals."

(6) More than one invoice or bill of the same payee may be attached to and paid on a single voucher, provided the transactions are under the same contract or agreement and/or under the same conditions as to method or absence of advertising, etc. This procedure will be followed insofar as practicable where separate invoices are received covering partial deliveries under the same order and no discount is involved, one voucher only to be prepared upon receipt of complete delivery under the order.

(7) When a voucher is made out in the name of a corporation or company, the certificate must be signed with the name of the corporation or company, followed by the autograph signature and designation of the president, secretary, or other person authorized to sign for such corporation or company.

(8) When a voucher is made out in the name of a partnership firm, the certificate must be signed with the name of the firm by one of the partners, followed by his own signature, with the words "Member of firm" appended thereto.

(9) When a voucher is made out in the name of an individual, the certificate must be signed by him in person. Vouchers, pay rolls, and checks will show the Christian name, additional initials, if any, and surname of each individual entitled to payment. [C. M. C. M. 3.]

(10) When an attorney of the payee signs the certificate, he should sign the name of his principal, adding "By his attorney in fact," and sign his own name thereafter.

(11) Certificates to vouchers for small sums for occasional services rendered by corporations, such as telegraph, turnpike, transfer or express companies, etc., may be signed by the local agent in charge of the business of the company at the place where the service is rendered or where it begins or terminates. Should payment in such cases be made in currency, the certificate of the officer making the payment that the person to whom payment was thus made was then the local agent of the company, in charge of its business at the place designated, will be sufficient evidence of the agent's authority to receive and receipt for the money paid.

(12) When a disbursing officer is satisfied that an officer, agent, or attorney is authorized to sign for his principal, whether an individual, firm, or corporation, the signature of the officer, agent, or attorney will be sufficient, without proof of authority accompanying the voucher, provided that payment is made by check drawn on a United States depositary to the order of the principal, and that fact, and the date and number of the check, and name of the depositary, is stated on the voucher. If payment is made otherwise, evidence of authority of the officer, agent, or attorney, to sign for his principal must accompany the voucher.

(13) Contractors' bills erroneously prepared will be returned for correction or preparation of new bills. If cash discount is involved

and deductible from date of receipt of proper invoice, the discount period will be computed from date that the corrected invoice is received, the delay incurred pending receipt of proper invoice not being material. Officers returning such bills will retain on file memorandum copies of the bills or other memoranda, showing the actual date on which the dealer was requested to submit new or corrected bills.

(14) Where certified dealers' invoices are not submitted, the voucher, if for supplies furnished, must show the date of the delivery of the articles, the quantity, and unit price of each article, and the amount; also the total amount charged on the voucher. If for services rendered, the character and true period of service (dates inclusive), the rate of pay per day or month, as the case may be, and the amount must be shown. If employment is for fractional part of a month, the dates on which employed must be given. The certificate of purchase, receipt, and inspection of supplies or services charged on a voucher should be executed by an officer other than the disbursing officer who pays the voucher, when practicable.

(15) When payment is made by check, the date, number, and amount of the check, and the depositary on which it is drawn must be noted on the voucher. When payment is made in currency, the payee's receipt therefor must be attached to the voucher and the fact that payment was made in that manner noted on the voucher. The requirements regarding signature of the payee's certificate on the voucher apply also to receipts for payments in currency. The receipt must be signed by the person to whom the amount is due or by his authorized agent.

(16) No receipts for money paid by a disbursing officer for supplies or services shall be required or taken by him, except where receipts are required either by law or the terms of the contract, or when payment is made in currency.

(17) Each voucher will have indicated on its face how the purchase or engagement was made and make reference to the approved requisition or authority for the purchase. If under a formal written contract, the contract will be referred to. If under sealed proposals, after public notice, the date of the purchase order or the letter of award, as the case may be, will be shown. If under an emergency in open market, when the time will not allow notice or proposal, the fact will appear on the voucher. A letter authorizing an increase of the expenditure authorized by an open-purchase requisition will be attached to the voucher concerned.

(18) When it becomes the duty of an officer to order a purchase, it necessarily becomes his duty to decide whether the public exigency requires immediate delivery, but it is neither the duty nor within the power of an officer of the Marine Corps to make a conclusive decision of the matter after the purchase is made. It is, therefore, advisable that the requisitions upon which orders will be endorsed, having the

order to purchase or the decision in regard to the exigency written thereon, be filed with the accounting officers as a part of the voucher.

(19) Vouchers for reimbursement of officers and enlisted men for expenses necessarily incurred, should, when possible, be accompanied by receipts as subvouchers, as well as a certified copy of the authority for incurring the expense.

(20) For preparation of vouchers in favor of defaulting contractors, see article 18–68.

(21) **Navy contracts.**—When supplies are procured under Navy contracts made locally by supply officers, the officer vouchering the supplies for payment will obtain copy of such contract and forward same with the first voucher to the disbursing officer paying the account, in order that the correctness of payments thereunder during the life of such contract may be determined.

(22) Freight vouchers should in all cases be accompanied by the original bill of lading, properly accomplished by the consignee. If the shipment is made through any other department of the Government, all papers forwarded by that department should be filed with the voucher upon which payment is made.

(23) Vouchers for transportation of officers and enlisted men should be accompanied by the order on the transportation company signed by the issuing officer. The certificate of receipt on the order should be accomplished by the person receiving the tickets.

(24) The vouchers for all fuel purchased and accepted, including fuel used in the barracks, will be consolidated and rendered monthly.

(25) In computing time for payment of services the following rules will be observed:

(*a*) Annual compensation will be divided into 12 equal payments, one of which will be due for each full month's service.

(*b*) In computing the amount due for compensation for a fractional part of any calendar month it will be assumed that each month consists of 30 days. For example March 1 to 10, inclusive, is 10 days, or ten-thirtieths of the monthly compensation; March 20 to 31, inclusive, is 11 days, or eleven-thirtieths of the monthly compensation; February 1 to 6, inclusive, is 6 days, or six-thirtieths of the monthly compensation; February 25 to 28, inclusive, is 6 days, or six-thirtieths of the monthly compensation. No payment will be made for services rendered on the 31st of any month when based on an annual or monthly compensation.

(*c*) For commutation of subsistence and for services of persons employed at a per diem rate payment will be made for the actual number of days.

(*d*) When services are rendered from one given date to another the account will state clearly whether both dates are included.

(*e*) In computing the wages of persons employed at a per diem allowance, the day on which service begins and the day on which it ends will be allowed in the computation.

(*f*) In computing amount due for rent for fractional part of a month, the actual number of days the premises are occupied will be used, e. g., December 21 to 31, both dates inclusive, 11 days, or eleven thirty-firsts of the monthly rental.

(26) The word "month," when used in a contract, means calendar month unless the contrary is stated, and a calendar month is one as expressed in a calendar, regardless of the number of days it may contain.

(27) When "days" are used in the period of time required for the completion of a contract, it means "calendar days." When "working days" are used in the period of time required for the completion of a contract, it means all days excepting Sundays and legal holidays.

(28) Vouchers should show in the spaces provided for the purpose the voucher number, the rank, name, and station of the disbursing officer, and the appropriation and fiscal year to which the expense is chargeable. (See art. 23–6.)

(29) To secure uniformity, a rubber stamp of appropriate size, similar in form and wording to the following example, will be used for the entry required to be made in the block headed "Paid by" on the purchase voucher form:

John Doe
Captain, AQM, USMC
Marine Barracks
Quantico, Va.

(30) Each disbursing officer will number his vouchers covering disbursements of public funds consecutively, as paid, beginning with No. 1 for the first voucher paid by him in a fiscal year and continuing in one series of numbers until the end of the fiscal year, regardless of appropriations affected, changes of station, or the account current to which the vouchers pertain, a separate series of numbers beginning with 1 to be used for each fiscal year; for example: If a disbursing officer is transferred from one station or disbursing office to another, and the last voucher paid at his old station was No. 569, the first voucher paid by him at his new station will be No. 570. If he ceases to disburse after paying voucher No. 1070, and resumes disbursing during the same fiscal year, the first voucher paid by him after resuming disbursing will be No. 1071. In the numbering of disbursement vouchers a disbursing officer will be regarded as the unit, not the office or station where the disbursements are made.

(31) Where the services of officers or employees authorized to administer oaths in matters of military administration are not obtainable, and recourse must be had to a notary public or other civil officer competent to administer oaths for general purposes, who is not a Government officer, or employee, his fee for such service will be paid by the Quartermaster's Department upon properly pre-

sented vouchers, but in such cases the voucher must show that it was impracticable to have the oath administered by an officer authorized to administer oaths for purposes of naval administration (34 U. S. C. 1200-69), or by a Government officer or employee authorized to administer oaths to accounts for travel or other expenses against the United States (5 U. S. C. 97), that there was no notary public in the service at the place where the oath was required to be administered, and that it was not practicable to obtain the notarial services by courtesy of an employee of another branch of the service, or otherwise. (See 4 Comp. Gen. 925.)

(32) Officers of the Quartermaster's Department will not issue vouchers for unpaid accounts as due bills against the United States, but a certified statement of personal services and of wages due may be given to a discharged employee who, for want of funds, was not paid at time of discharge.

(33) (*a*) Vouchers covering purchases involving a cash discount for payment within a specified period of time will be prepared and forwarded, marked "Urgent," to the disbursing officer in time to permit of payment within the discount period. In cases where this is not done, the officer submitting the voucher for payment will state fully on the face thereof, over his own signature, the reasons for the delay. Officers through whose inexcusable delay a discount is lost will be held responsible for such loss. Offers of discount will be indicated in the space provided for such purpose on the voucher form. Computation of such discounts will be entered in the "amount" column, the net amount thus derived to be inserted in the "Total" space on the voucher form. The space "Differences" on the voucher will be left blank for use of the disbursing officer in making deduction of cash discounts or other necessary adjustments.

(*b*) Where certified invoices are rendered covering periodical or partial deliveries under a contract which stipulates a cash discount for payment within a certain period after delivery or receipt of correct invoices, the vouchering officer will promptly voucher each such delivery as soon as the material has been accepted and forward the voucher to the proper disbursing officer for payment. Where certified invoices have been received but acceptance of the material is delayed on account of analytical or other tests or for any other reason, the material will not be vouchered for payment until final acceptance and a certificate explaining the delay will be placed on or attached to the voucher, as provided in the preceding paragraph. An exception to the foregoing procedure will be made in the case of deliveries of coal or gasoline under contracts providing for analytical tests, in which case acceptance of material and vouchering of accounts will not be delayed pending receipt of the report of analysis, but vouchers will be forwarded promptly, indicating thereon whether or not samples were submitted for test. Advantage may be taken of discounts in such cases, and subsequent adjustment made in the event the report of analysis indicates failure of the sample to comply with specifications, except where the voucher covers final delivery under a contract, in which case payment will not be made until receipt of the report of analysis.

(*c*) Invoices, vouchers, and other papers being forwarded to disbursing officers should indicate the date of their receipt at the post or station from which they emanate by use of a rubber stamp, or otherwise if such stamp is not available. This information is particularly important in the settlement of accounts involving cash discounts where the discount period is computed from date of receipt of invoice.

(*d*) Where there is any question as to the right to deduct the discount at the time of payment of a voucher, the discount will be deducted by the disbursing officer and payment of the balance tendered the payee, who, if not satisfied, may accept the payment under protest and file claim in the General Accounting Office for the amount deducted (7 Comp. Gen. 537).

(*e*) Where a contract stipulates for a deduction of cash discount and also for deduction of liquidated damages from any payment due or to become due the contractor, the discount will be first deducted on the full contract price and the liquidated damages withheld from the balance due. This procedure will also be followed in cases where actual damages are involved (6 Comp. Gen. 692).

(*f*) Cash discounts entered by bidders on Government proposal forms will be subject to the printed conditions under which such discounts are to be taken, unless otherwise qualified by the bidder at the time, and prior to formal opening of bids. Cash discounts offered in proposals, such as letter of quotation, which do not contain the usual conditions under which discounts are deductible, as appear in Government proposal forms, will be computed within the specified time from date of invoice, unless otherwise qualified.

(*g*) Printed discount terms on the printed bill form of the contractor should be disregarded and discounts should not be deducted in making payment unless a discount is offered as part of the contract or is later specifically offered. When, however, subsequent to award of contract or order a contractor offers a discount by letter or telegram or by a notation typed, written, rubber-stamped, or otherwise than by the usual printed discount terms on the contractors' printed bill form, it will be considered as an express offer of discount and will be deducted in the payment of the bill regardless of whether or not a discount clause is included in the contract or order; but such discounts are not subject to conditions printed in the proposal or contract; they are to be considered express offers amending the contracts, and will be computed within the specified time from date of invoice, unless otherwise qualified.

(*h*) The date of mailing of the check must be considered as the date of payment for discount purposes. Accordingly, care should be exercised to see that checks are mailed the same day they are dated where there is a question of discount involved, and that the date of mailing of the checks in such cases be made a matter of record (Dec. Comp. Gen. A–39516, November 30, 1931).

(34) (*a*) **Telephone accounts.**—Vouchers covering telephone accounts will be prepared to show separately the official and unofficial services. The vouchers should be stated in the following manner on Standard Form 1034:

For official telephone service during the month of ________________, as per bill attached________________________ $________

For unofficial telephone service during the month of ________________, as per bill attached________________________ $________

(*b*) Care should be taken to see that the deposits for the unofficial local- or long-distance calls are forwarded with the voucher covering the services as it is necessary that the funds, which are of a semiofficial nature, be deposited to the credit of the disbursing officer, prior to the payment of the voucher. (See art. 9–41.)

(*c*) Bills received from telephone companies will be carefully checked to see that the amounts collected for long-distance calls agree. If a discrepancy exists, the amount as charged by the telephone company will be verified with the company and, if found correct, a refund will be made to the depositor or additional funds obtained from him.

(*d*) The amount to be charged for unofficial local calls will be the rate charged in the locality for pay-station telephone calls, whether the service contracted for is limited or unlimited.

(*e*) Disbursing officers at posts or stations where funds are collected for the unofficial use of telephone services, will take the amounts up on their accounts current as special deposit accounts and credit same to the "Naval working fund." In order to care for the special-deposit account, Bureau of Supplies and Accounts Form 24 will be required to support the account current and this form, being self-explanatory, will be a permanent record of the transaction. When preparing a voucher for payment to the telephone company where official and unofficial services have been used, the amount covering the official use will be charged to "General Expenses, Marine Corps," and the amount covering the unofficial use will be charged to "Naval working fund," but only one check need be issued to cover the entire transaction.

(*f*) Vouchers covering official long-distance telephone calls will contain a certificate in the following form signed by the officer who signs the usual certificate of correctness of the account: "Pursuant to section 4 of the Act approved May 10, 1939 (53 Stat. 738), I certify that the use of the telephone for the official long-distance calls listed herein was necessary in the interest of the Government." [C. M. C. M. 3.]

(35) In making payments for commodities or services the quantity of which is determined by meter readings, such as gas, electricity,

water, steam, and the like, and for telephone services, where the period covered by the charge begins in one fiscal year or allotment period and ends in another, the entire amount of the payment may be regarded as a charge against the appropriation or allotment current at the end of such period (31 U. S. C. 668a). Bills submitted by utility companies for such services must show the meter readings at the beginning and the end of the period for which the bill is rendered.

### 23–23

(1) Accounts of all officers of the Paymaster Department will be transmitted monthly by letter (a copy of which will be sent to the General Acounting Office direct), to the General Accounting Office, Audit Division, Washington, D. C., via the Paymaster, Marine Corps, within 20 days after the close of the month for which rendered. (Authority Secretary of the Treasury, Mar. 24, 1908).

(2) Separate letters of transmittal will be prepared for the transmission, via the Paymaster, U. S. Marine Corps, of copies of account papers and vouchers required by article 23–32 (2) and (3). [C. M. C. M. 3.]

(3) Should it prove impracticable to render an account within 20 days special application should be made to the Paymaster, Marine Corps, for such extension as may be necessary. (Authority Secretary of the Treasury, Mar. 24, 1908). [C. M. C. M. 3.]

### 23–24

(1) **Blank forms used.**—The following forms will be used in preparing monthly returns:

(*a*) Account current (Standard Form 1021).
(*b*) Schedule of disbursements (Standard Form 1025).
(*c*) Schedule of collections (Standard Form 1026).
(*d*) Abstract of deposits (NMC–439).
(*e*) Omitted. [C. M. C. M. 3.]
(*f*) Omitted. [C. M. C. M. 3.]
(*g*) Abstract of allotment checkages (S. & A. Form 11).

### 23–25

(1) **The account current** will be prepared in quadruplicate—the original for the General Accounting Office, one copy for the Paymaster General, United States Navy, one copy for the Paymaster, Marine Corps, and one copy for the files of the sending office. The original and all copies of the account current (Standard Form 1021), including the copy retained by the disbursing officer for his file, shall be signed on the face by the accountable disbursing officer, and on the reverse by the officers who have verified the cash on hand.

(2) Credit for cash payments deferred should be shown under "Cash Account" on the account current as "Cash Pymts. Def.". The following month this amount should be debited under the "Cash Account" as "Deferred last Acct.". This procedure to continue until the amount is finally claimed.

(3) The total of all payments deferred should be entered under "Analysis of balance" and each copy of the account current accompanied by a list, separately grouped and totaled for cash and check payments both claimed and deferred, showing name, organization, date, amount, and the voucher number if the payment is claimed.

## 23–26

(1) **The schedule of disbursements**, containing all items of expenditures claimed, of the classes listed in paragraph (2) below, will be prepared in quadruplicate—the original for the General Accounting Office, one copy for the Paymaster General, United States Navy, one copy for the Paymaster, Marine Corps, and one copy for the files of the sending office. There will be shown on the face of the form a summary of the appropriations covering the expenditures made thereon, giving the title, symbol number, and the amount in each case. [C. M. C. M. 3.]

(2) This schedule will set forth all items of expenditures claimed in the account, except transfers and deposits of funds, and vouchers will be individually numbered and listed in the following order:

Claims.
Death gratuity vouchers.
Emergency payments (not claimed on the paying officer's rolls).
Mileage vouchers.[1]
Travel-expense vouchers.[1]
Transportation vouchers.[2]
Public vouchers (purchases of supplies and/or services from civilian concerns).
Post exchange dues (NMC–419).[3]
Post exchange as per schedule.
Allotments (abstract of allotments paid).
Uniform gratuities if payment of such gratuity is not authorized to be made in a regular pay and allowances settlement). (See art. 13–155 (3).) [C. M. C. M. 3.]
Subtotal, public vouchers------------------------------------ $---------

CIVIL ROLLS

Subtotal, civil rolls------------------------------------ ---------

Grand total------------------------------------ ---------

---

[1] All vouchers will be appropriately segregated to show regulars, retired, reserve, reserve aviation and aviation cadets; also, Navy in like manner.

[2] Immediately under each voucher entry will be shown the serial number of each transportation request paid.

[3] Immediately under each voucher entry will be shown the name and rank of each individual, for whom the voucher was paid, together with the amount paid.

The amount expended, as represented by the subtotal on the Schedule of Disbursements, will be carried to the Account Current in one amount and entered opposite the caption "Public Vouchers," and the amount shown as expended opposite the subtotal "Civil rolls" on the Schedule of Disbursements will be carried to the Account Current and entered under the caption "Civil rolls." The segregation of appropriations will be limited to the vouchers appearing on the Schedule of Disbursements, each voucher and schedule to show the proper appropriation and limitation symbol numbers. It will not be necessary for vouchers and pay rolls to show symbol numbers. [C. M. C. M. 3.]

## 23–27

(1) **The schedule of collections** will be prepared in quadruplicate—the original for the General Accounting Office, one copy for the Paymaster General, United States Navy, one copy for the Paymaster, Marine Corps, and one copy for the files of the sending office.

(2) This schedule will contain all receipts of whatever character, except transfers of funds and amounts refunded for which credit has not been claimed.

(3) Under a separate heading on this form list all checks canceled during the current month (credit for which has been claimed in previous months), giving a complete description of each check so canceled.

## 23–28

**The abstract of deposits,** embracing all deposits made by checkage on rolls or in cash, will be prepared in triplicate—the original for the General Accounting Office, one signed copy for the Paymaster, Marine Corps (to be mailed as soon after the 1st of the month as practicable), and one copy for the files of the sending office.

## 23–29

[Omitted. C. M. C. M. 3.]

## 23–30

(1) In addition to the letters of transmittal required by article 23–23, a letter of transmittal, addressed to the Paymaster, U. S. Marine Corps, will accompany all vouchers not claimed on the Schedule of Disbursements (art. 23–26 (2)), listing the first and last voucher numbers and total expenditures claimed under each class of vouchers, as follows:

Vou. # ------------------- to # ------------------- officers $----------
Vou. # ------------------- to # ------------------- payrolls $----------
Total claimed---------------------------------------- $----------

[C. M. C. M. 3.]

## 23–31

(1) **Abstract of allotment checkages** (S. & A. Form 11) will be prepared in duplicate—the original for the General Accounting Office and the copy for the files of the sending office.

(2) In addition to the information regularly entered thereon, this form will show under "Remarks," opposite allotments of personnel of the Marine Corps, the designated key number for each allotment listed below. In the case of allotments of Navy personnel whose accounts are carried by Marine disbursing officers, the key numbers shown in article 2179, S. & A. Memoranda will be used.

| | |
|---|---|
| Acacia Mutual Life Insurance Co., Washington, D. C | (M–1) |
| Aetna Life Insurance Co., Baltimore, Md | (M–2) |
| Bank of America NT & SA., San Francisco, Calif | (M–3) |
| Federal Services Finance Corporation, Washington, D. C | (M–4) |
| First National Bank, Quantico, Va | (M–5) |
| Lincoln National Life Insurance Co., Fort Wayne, Ind | (M–6) |
| Massachusetts Mutual Life Insurance Co., Washington, D. C | (M–7) |
| Metropolitan Life Insurance Co., New York, N. Y | (M–8) |
| National Bank of Commerce of Seattle, Bremerton, Wash | (M–9) |
| Navy Mutual Aid Association, Washington, D. C | (M–10) |
| Navy Mutual Aid Association (Aviation), Washington, D. C | (M–11) |
| New York Life Insurance Co., New York, N. Y | (M–12) |
| Penn Mutual Life Insurance Co., Philadelphia, Pa | (M–13) |
| Prudential Insurance Co., Newark, N. J | (M–14) |
| Southeastern Life Insurance Co., Greenville, S. C | (M–15) |
| Travelers Insurance Co., Washington, D. C | (M–16) |
| United States Aviation Underwriters, Inc., Washington, D. C | (M–17) |
| Illinois Bankers Life Assurance Co., Monmouth, Ill | (M–18) |
| Jefferson Standard Life Insurance Co., Greensboro, N. C | (M–19) |
| Kansas City Life Insurance Co., Washington, D. C | (M–20) |
| Liberty Title and Trust Co., Philadelphia, Pa | (M–21) |
| Mutual Life Insurance Association, Richmond, Va | (M–22) |
| Pilot Life Insurance Co., Greensboro, N. C | (M–23) |
| Reliance Life Insurance Co., Pittsburgh, Pa | (M–24) |
| Shenandoah Life Insurance Co., Roanoke, Va | (M–25) |
| Sun Life Assurance Co. of Canada, Montreal, Canada | (M–26) |
| United Services Life Insurance Co., Washington, D. C | (M–27) |
| Treasurer of the United States, Veterans' Administration (repay loan) | (M–28) |

## 23–32

**Forms and reports** required for monthly returns to be forwarded via the Paymaster, U. S. Marine Corps, are: [C. M. C. M. 3.]

(1) For the General Accounting Office: The originals of all forms and vouchers necessary to substantiate the account current.

(2) For the Bureau of Supplies and Accounts (Paymaster General, United States Navy): Copies of the account current, schedule of collections, schedule of disbursements, and two copies of all public vouchers charged to any appropriation of the Navy. (See art. 2178–11, Bu. S. & A. Manual.) [C. M. C. M. 3.]

(3) For the Paymaster, Marine Corps: Copies of all forms necessary to substantiate the account current, together with triplicate copy of all pay rolls.

(4) For the Quartermaster, Marine Corps: Copies of all vouchers chargeable to the appropriation, "General Expenses, Marine Corps."

(5) For the sending office: Copies of all forms and vouchers furnished the General Accounting Office.

### VOUCHERS, PAYMASTER DEPARTMENT

### 23-34

(1) **Preparation.**—In making entries in the column of "Remarks" on the various forms care should be exercised to include everything essential to a complete understanding or a thorough audit of the report or voucher. It is also desired that unnecessary notations, particularly on the pay rolls, be omitted.

(2) Commanding officers should not brief vouchers submitted to the Paymaster Department. All such vouchers will be briefed in the pay office to which furnished.

(3) Officers or enlisted men unable to write their names on account of illness or injury, should sign by the mark "X." Such forms of signature must be witnessed by a disinterested person who shall state his address, or by a commissioned or warrant officer. [C. M. C. M. 3.]

(4) Disbursing officers should not certify to the correctness of copies of papers filed in the support of vouchers which they settle, except vouchers for their own pay and allowances.

(5) Any corrections, erasures, or interlineations made on vouchers should be initialed by the officer signing the voucher.

(6) Money accounts should be expressed in terms of dollars and cents. When a portion of a cent less than one-half occurs in the footings of a voucher, it should be disregarded. If the fraction should be one-half or greater, it should be reckoned as a cent.

(7) The date, number, and amount of each check drawn in payment of accounts appearing on either pay rolls or vouchers must be shown on such pay rolls and vouchers. [C. M. C. M. 3.]

(8) The use of red ink on vouchers is strictly prohibited except for notations and corrections by the Paymaster Department.

(9) Vouchers should be numbered consecutively throughout each fiscal year, beginning with No. 1, in the following order:

(*a*) vouchers appearing on the Schedule of Disbursements (art. 23-26 (2)), (*b*) Officers' vouchers, and (*c*) pay rolls. Gen. Reg. No. 43, G. A. O., May 22, 1925. [C. M. C. M. 3.]

## 23–35

(1) **Vouchers** will be briefed and submitted unfolded with supporting papers attached to the face of the vouchers. The briefing must be complete; that is, to show the number of voucher, name of disbursing officer, month and year, and the face of the voucher to show the voucher number.

(2) The jacket and container for each group of vouchers will be briefed as follows:

Vouchers Nos. 1 to 100, Incl.
Pay, Officers Marine Corps, Active
Account of
H. P. Smith, Captain
Assistant Paymaster, Marine Corps
For the Month of June 1930

### 23-36

The presentation by a disbursing officer of a voucher properly receipted by the person entitled to payment is but prima facie evidence of actual payment by him and will not entitle him to credit unless the amount has been actually paid to the proper person or his representative (1 Comp. Dec. 228).

### 23-37

No letter of advice or transmittal should accompany vouchers and reports on prescribed forms which are complete in themselves when properly authenticated and which do not require special explanation.

## STATEMENT OF DISBURSING ACCOUNTS

### 23-41

The Treasurer of the United States, or the depositary, will furnish each disbursing officer with a detailed monthly statement of his account (Treas. Dept. Cir. 195, Jan. 24, 1921).

### 23-42

Upon receipt of a statement of disbursing account (Treas. Dept. Form 5215) the disbursing officer concerned will, at the earliest practicable date, cause the numbers and amounts of all checks and certificates of deposit entered thereon to be verified with his records. If the statement and check and deposit records agree, acknowledgment of the statement need not be made. If the statement and check record are not in agreement, the fact will be reported immediately to the Treasurer. The stub (or other record) of each check shown on the statement as having been paid will be indicated, e. g., "Paid, July 1930." When this has been done, a list of the outstanding checks (those remaining unpaid), showing the number and amount of each check, will be prepared and retained by the disbursing officer for use in checking up the next statement received. The sum of the unpaid or outstanding checks subtracted from the balance reported on the statement should equal the net balance on deposit as shown on the account current for that month.

### 23-43

If disbursing officers do not for any reason receive their monthly statements in time for them to analyze their balances in the manner contemplated by the standard form of account current, they shall not delay the rendition of their accounts so as to make them delinquent, but shall compute their net balances from the check stubs and state that such balances are so computed, together with a report of the cause of their failure to compute such balances in the prescribed manner (Treas. Cir., July 29, 1907).

## 23-44

(1) When an officer ceases to act as disbursing officer or for any reason closes his accounts, he will turn over to his successor his outstanding accounts and, unless otherwise ordered, the property, books, and papers pertaining to the office from which he is relieved. He will prepare and forward direct to the Quartermaster or the Paymaster, as appropriate, a closing statement of his money accounts from the date of his last account current to and including the date of the closing of his accounts, together with a list of checks drawn against the public funds to his credit, if any, that are still outstanding and unpaid. The list of outstanding checks will be prepared in duplicate on NMC-499, a single line being utilized for each check, showing the date of issuance, number and amount of same, the original to be forwarded with the closing statement, and the duplicate (which may be a carbon copy) retained by the officer rendering the statement.

(2) A disbursing officer relieved from duty at a station, but not required to close his accounts by reason of such relief, will turn over to his successor his outstanding accounts and, unless otherwise ordered, the property, books, and papers pertaining to the office from which he is relieved, and will take with him a complete list of outstanding checks in his account to date of transfer, for his information in checking up Treasury statements of his disbursing account and in case he should be required to issue a duplicate check.

## 23-45 to 24-0

## CHAPTER 24

# PAY AND ALLOWANCES OF COMMISSIONED, COMMISSIONED WARRANT, AND WARRANT OFFICERS

## COMMISSIONED OFFICERS

### 24–1

**Act of June 16, 1942.**—The Act of June 16, 1942, effective June 1, 1942, provides an annual rate of pay for lieutenant generals, major generals, and brigadier generals. For officers below the grade of brigadier general pay periods are prescribed with an annual base pay for each period, increased by 5 percent of the base pay of the period for each 3 years of service, up to 30 years (56 Stat. 359, 37 U. S. C. 101). [C. M. C. M. 3.]

## ANNUAL RATES

### 24–2

| | Pay period | Annual base pay |
|---|---|---|
| Lieutenant general | | [1] $8,000 |
| Major general | | 8,000 |
| Brigadier general | | 6,000 |
| Colonel | 6 | 4,000 |
| Lieutenant colonel: | | |
| Over 30 years' service | 6 | 4,000 |
| Less than 30 years' service | 5 | 3,500 |
| Major: | | |
| Over 23 years' service | 5 | 3,500 |
| Less than 23 years' service | 4 | 3,000 |
| Captain: | | |
| Over 17 years' service | 4 | 3,000 |
| Less than 17 years' service | 3 | 2,400 |
| First lieutenant: | | |
| Over 10 years' service | 3 | 2,400 |
| Less than 10 years' service | 2 | 2,000 |
| Second lieutenant: | | |
| Over 5 years' service | 2 | 2,000 |
| Less than 5 years' service | 1 | 1,800 |

[1] Officers serving in the grade of lieutenant general shall be entitled, while so serving, to the pay and allowances of a major general and to a personal money allowance of $500 per year. Officers on retired list with rank of lieutenant general are retired with retired pay of a major general and when on active duty are not entitled to the personal money allowance unless they are serving in a position for which the rank of lieutenant general is authorized for an officer on the active list (22 Comp. Gen. 284). [C. M. C. M. 3.]

MONTHLY RATES, INCLUDING LONGEVITY

## 24-3

| Annual rate | Period | Under 3 years' service | Over 3 years' service | Over 6 years' service | Over 9 years' service | Over 12 years' service | Over 15 years' service | Over 18 years' service | Over 22 years' service | Over 24 years' service | Over 27 years' service | Over 30 years' service |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| $8,000 | ---- | $666.67 | $666.67 | $666.67 | $666.67 | $666.67 | $666.67 | $666.67 | $666.67 | $666.67 | $666.67 | $666.67 |
| $6,000 | ---- | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 | 500.00 |
| $4,000 | 6 | 333.33 | 350.00 | 366.67 | 383.33 | 400.00 | 416.67 | 433.33 | 450.00 | 466.67 | 483.33 | 500.00 |
| $3,500 | 5 | 291.67 | 306.25 | 320.83 | 335.42 | 350.00 | 364.58 | 379.17 | 393.75 | 408.33 | 422.92 | 437.50 |
| $3,000 | 4 | 250.00 | 262.50 | 275.00 | 287.50 | 300.00 | 312.50 | 325.00 | 337.50 | 350.00 | 362.50 | 375.00 |
| $2,400 | 3 | 200.00 | 210.00 | 220.00 | 230.00 | 240.00 | 250.00 | 260.00 | 270.00 | 280.00 | 290.00 | 300.00 |
| $2,000 | 2 | 166.67 | 175.00 | 183.33 | 191.67 | 200.00 | 208.33 | 216.67 | 225.00 | 233.33 | 241.67 | 250.00 |
| $1,800 | 1 | 150.00 | 157.50 | 165.00 | 172.50 | 180.00 | 187.50 | 195.00 | 202.50 | 210.00 | 217.50 | 225.00 |

[C. M. C. M. 3.]

## 24-4

[Omitted. C. M. C. M. 3.]

## 24-5

**Longevity increases.**—Longevity increases in pay will be credited on an officer's pay voucher on the basis of his service as shown in the latest Register of Commissioned and Warrant Officers, United States Navy and Marine Corps. Officers who believe or know their service to be incorrect as published should communicate with the Director, Personnel Department, in order that appropriate change therein may be made and published. [C. M. C. M. 3.]

## 24-6

(1) **Computation of service for pay purposes.**—In the computation of service for pay purposes, longevity, and period pay, officers shall be credited with full time (active and inactive) for all periods during which they have held commissions as officers of any of the services mentioned in the title of the Pay Readjustment Act of 1942, or in the Organized Militia prior to July 1, 1916, or in the National Guard, or in the National Guard Reserve, or in the National Guard of the United States, or in the Officers Reserve Corps, or in the Naval Militia, or in the National Naval Volunteers, or in the Naval Reserve Force, Naval Reserve, Marine Corps Reserve Force, Marine Corps Reserve, Coast Guard Reserve, and the Reserve Corps of the Public Health Service, or in the Philippine Scouts, or in the Philippine Constabulary, and service of Coast and Geodetic Survey officers authorized in section 2 (b) of the Act of January 19, 1942, 56 Stat. 6. For officers in the service on June 30, 1922, there shall be included in the computation, in addition to the service set forth above, all service which was then counted in computing longevity pay, and service as a contract surgeon serving full time. Longevity pay shall be based on the total of all service in any or all of said services which is authorized to be counted

for longevity pay purposes under the provisions of the Act of June 16, 1942, or as may otherwise be provided by law (Sec. 1, Act of June 16, 1942, as amended by the Act of Dec. 2, 1942, 56 Stat. 1037). [C. M. C. M. 3.]

(2) **Computation of service for pay purposes during war.**--During the existence of any war declared by Congress and for 6 months immediately following the termination of such war, in the computation of service for all pay purposes, officers paid under the provisions of sections 1 and 3 of the Pay Readjustment Act of 1942, in addition to the service authorized to be credited by paragraph (1) hereof, shall be credited with full time for all periods during which they were entitled or held appointments as warrant officers or Army field clerks or as commissioned warrant officers in any of the services mentioned in the title of said Act, or in the Regular Army Reserves or in the Organized Militia prior to July 1, 1916, or in the National Guard, or in the National Guard Reserve, or in the National Guard of the United States, or in the enlisted Reserve Corps, or in the Naval Militia, or in the National Naval Volunteers, or in the Naval Reserve Force, Naval Reserve, Marine Corps Reserve Force, Marine Corps Reserve, Coast Guard Reserve, and the Reserve Corps of the Public Health Service, or in the Philippine Scouts, or in the Philippine Constabulary. The foregoing provision shall not be construed so as to permit any commissioned officer to receive pay and allowances in excess of the maximum limitations imposed upon the total pay and allowances of any rank or grade by any of the provisions of the Pay Readjustment Act of 1942 (sec. 3A, Act of June 16, 1942, as added by the Act of Dec. 2, 1942, 56 Stat. 1037). [C. M. C. M. 3.]

## DECISIONS

## 24-7

(1) The longevity pay should be computed on the base pay of the grade or period, and not on longevity increase for the preceding three years. In other words, each of the 5 percent increases for longevity pay should be computed, respectively, on the base pay, and not on base pay plus previous longevity credits (15 Comp. Dec. 47).

(2) **From date of acceptance.**—"An officer of the Marine Corps is entitled to have his longevity pay computed from the date he accepted his appointment, and not from the date he took the oath of office, as the provision requiring him to take the oath is directory only and not a condition precedent to his right to compensation" (12 Comp. Dec. 245).

(3) "**An aide** either to a brigadier general or to a major general is not entitled to have his longevity pay calculated upon the additional pay which he receives as an aide, that being, under section 1261, Revised Statutes, an allowance in addition to and not a part of the pay of his rank" (15 Comp. Dec. 710; 10 U. S. C. 692).

## COMMISSIONED WARRANT OFFICERS

### 24–11

**Law authorizing.**—That the commissioned warrant grades of chief marine gunner, chief quartermaster clerk, and chief pay clerk in the Marine Corps are hereby established, and that marine gunners, quartermaster clerks, and pay clerks shall after 6 years from the date of warrant be commissioned chief marine gunners, chief quartermaster clerks, and chief pay clerks, respectively, after passing satisfactorily such examinations as the Secretary of the Navy may prescribe, and when so commissioned they shall have the same rank, pay, allowances, and other benefits as now are or may hereafter be allowed commissioned warrant officers of the Navy: *Provided*, That for the purpose of computing the 6-year period of service required for promotion from warrant to chief warrant rank, all service as pay clerk, warrant officer, and commissioned officer in the Marine Corps and all active service for purposes other than training rendered during the period from April 6, 1917, to December 31, 1921, under a temporary appointment as a pay clerk, warrant or commissioned officer in the United States Marine Corps, or as a pay clerk, warrant or commissioned officer in the United States Marine Corps Reserve, shall be counted (34 U. S. C. 642).

### 24–12

(1) **Pay.**—Section 8 of the Act of June 16, 1942, provides that commissioned warrant officers with less than 10 years of commissioned service shall receive base pay at the rate of $2,100 per annum; commissioned warrant officers with creditable records on the active list, after 10 years of commissioned service, shall receive the base pay of the third period as established by section 1 of this Act, and commissioned warrant officers with creditable records on the active list, after 20 years of commissioned service, shall receive the base pay of the fourth period as established by section 1 of this Act (56 Stat. 363; 37 U. S. C. 108). For annual and monthly rates of pay pertaining to the third and fourth pay periods, see table set forth in article 24–3, Marine Corps Manual.

(2) **Date entitled to pay.**—A chief warrant officer promoted from the grade of warrant officer is entitled to the higher pay from the date of rank stated in his commission.

(3) **Limitation on pay and allowances.**—When the total pay and allowances for subsistence and rental of quarters authorized to be paid to a commissioned warrant officer shall exceed the rate of $458.33 per month, the amount of the allowances to which such person is entitled shall be reduced by the amount above $458.33 (sec. 8, Act of June 16, 1942, 56 Stat. 363).

[C. M. C. M. 3.]

(4) **Longevity.**—In computing service for longevity in determining commissioned pay, commissioned warrant officers shall be credited only with all commissioned service in the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, including commissioned service (both active and inactive) in the Reserve components thereof, and the National Guard (Act of June 16, 1942, 56 Stat. 360). In determining commissioned service for advancement in pay periods only active commissioned service shall be considered (Dec. Comp. Gen. B-27564, Sept. 18, 1942). (See art. 24-12 (5)).

(5) **Creditable service.**—For the purpose of determining both active duty pay and retired pay of commissioned warrant officers, including such officers advanced in rank pursuant to the provisions of the Act of June 21, 1930 (46 Stat. 793), the phrase "with creditable records on the active list" shall be construed to include, as service on the active list, service on active duty heretofore or hereafter performed subsequent to retirement (Act of June 16, 1942, 56 Stat. 363).

[C. M. C. M. 3.]

## 24-13

**Saving clause.**—"* * * No warrant officer, heretofore or hereafter promoted 6 years from date of warrant shall suffer a reduction in pay which, but for such promotion, would have been received by him * * *" (34 U. S. C. 884). Said provision is applicable to commissioned warrant officers * * * so as to entitle them to receive the pay of warrant officer with regular longevity increase until such time as their pay as commissioned warrant officer equals that as warrant officer (Comp. Gen. A-14950, August 14, 1926, art. 2142-20, D. C. G. A. N. S.; 37 U. S. C. 5).

### CERTIFICATE OF CREDITABLE RECORD

## 24-14

(1) **Pay and allowances under.**—The increased pay and allowances to which a commissioned warrant officer is entitled, who has been issued a certificate of creditable record by the Secretary of the Navy, accrue from the date following the date of completion of 10 or 20 years' commissioned service, except when the conditions stated in paragraph (4) apply. [C. M. C. M. 3.]

(2) **Certificate of creditable record when required.**—Chief warrant officers are not entitled to the increased pay upon the completion of 10 or 20 years' commissioned service until a "certificate of creditable record" has been issued them by the Secretary of the Navy. Two certified copies of such certificate shall be furnished the disbursing officer for file with the first pay voucher on which credit is claimed for such increase. [C. M. C. M. 3.]

(3) **Certificate of creditable record not issued.**—Should a certificate of creditable record be denied a commissioned warrant officer by the Secretary of the Navy, he will continue to receive the pay and allowances, including longevity increases, to which entitled prior to the completion of 10 or 20 years of commissioned service (16 Comp. Gen. 507). [C. M. C. M. 3.]

(4) (*a*) **Certificate of creditable record—delayed issue of.**—When it is determined by the Secretary of the Navy that the record of a chief warrant officer is not creditable no increase in pay or allowances accrues upon completion of 10 or 20 years of commissioned service. If the Secretary of the Navy subsequently finds that the record of a chief warrant officer is creditable, and issues him a certificate to that effect, the increase of pay and allowances accrues from the date such certificate of creditable record is issued (Comp. Dec. A–21639, Sept. 26, 1928, art. 2141–7, D. C. G. A. N. S.). [C. M. C. M. 3.]

(*b*) DELAY IN ISSUING CERTIFICATE OF CREDITABLE RECORD.—Where there has been no prior determination that a commissioned warrant officer's record is not creditable upon completion of 10 and 20 years' commissioned service, and when there is a determination by the Secretary of the Navy within a period of 12 months, the officer is entitled to credit for increased pay and allowances from the date of completion of 10 or 20 years' commissioned service as the case may be (8 Comp. Gen. 147). [C. M. C. M. 2 and 3.]

### WARRANT OFFICERS

### 24–15

**Law authorizing.**—The Act of August 29, 1916 (34 U. S. C. 640, 641), established the warrant grade of marine gunner and quartermaster clerk. The act of June 10, 1926, established the warrant grade of pay clerk (34 U. S. C. 642).

### 24–16

(1) **Pay.**—Section 8 of the Act of June 16, 1942, provides that warrant officers shall receive the base pay of the first period as established by Section 1 of this Act. A warrant officer shall receive an increase of 5 per centum of the base pay of his period for each 3 years of service, not exceeding 30 years, 56 Stat. 362, 37 U. S. C. 108. (See art. 24–7 (1), M. C. M.) For annual and monthly rates of pay pertaining to the first pay period, see table set forth in article 24–3, Marine Corps Manual.

(2) **Effective date.**—Upon appointment to warrant officer pay and allowances accrued from and including the date of acceptance only.

(3) **Longevity.**—Warrant officers are entitled to count, for longevity purposes, active Federal service in the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, or Reserve components thereof; service in the active National Guard of the several States, Territories, and the District of Columbia, and service (both active and inactive) in the Naval Reserve, Marine Corps Reserve, and the Coast Guard Reserve (56 Stat. 362, 37 U. S. C. 362). [C. M. C. M. 3.]

### RENTAL ALLOWANCE

### 24–21

**Law authorizing.**—The Act of June 16, 1942, provides that officers and warrant officers, while on active duty or entitled to active duty pay and not assigned public quarters, shall be entitled at all times to a money allowance for the rental of quarters, based on their pay period and whether or not they have dependents. It is further provided that an officer or warrant officer without dependents would not be entitled to this allowance while on field or sea duty. [C. M. C. M. 3.]

TABLE OF ALLOWANCES

## 24–22

| | With dependents | No dependents |
|---|---|---|
| Lieutenant general | $120 | $105 |
| Major general | 120 | 105 |
| Brigadier general | 120 | 105 |
| Sixth pay period | 120 | 105 |
| Fifth pay period | 120 | 105 |
| Fourth pay period | 105 | 90 |
| Third pay period | 90 | 75 |
| Second pay period | 75 | 60 |
| First pay period | 60 | 45 |

[C. M. C. M. 3.]

## 24–23

[Omitted. C. M. C. M. 3.]

## 24–24

Rental allowance is based on a 30-day month.

## 24–25

Regulations for the execution of the provisions of section 6 of the Act of June 16, 1942, are contained in Executive Order No. 9255, dated October 13, 1942, as follows:

### EXECUTIVE ORDER NO. 9255

### PRESCRIBING REGULATIONS GOVERNING THE PAYMENT OF RENTAL ALLOWANCES TO OFFICERS

By virtue of and pursuant to the authority vested in me by Section 6 of the Pay Readjustment Act of 1942, approved June 16, 1942 (Public Law 607—77th Congress), I hereby prescribe the following regulations governing the payment of rental allowances to officers of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, including adjunct forces thereof.

I. *Definitions.*—As used in these regulations or in regulations prescribed pursuant hereto:

(*a*) The terms "on active duty" and "entitled to active-duty pay," shall apply to an officer while on the active list or while required to perform duty in accordance with law for which he is entitled to active-duty pay: *Provided*, That such terms shall not apply to any officer while absent from duty under conditions which, under the laws governing the particular service concerned, would prevent him from receiving full pay.

(*b*) The term "field duty" shall mean service, under orders, with troops operating against an enemy, actual or potential.

[C. M. C. M. 3.]

(*c*) The term "sea duty" shall mean service at sea by an officer on a vessel under orders (1) requiring the officer to report for duty on board a designated vessel or (2) assigning him to duty in command of vessels or as a member of the staff of an officer in command of vessels: *Provided*, That the officer concerned is not during the same period required to render service on shore of a character determined by the department concerned to be paramount to the duty which he is required to render at sea.

(*d*) The term "permanent station" shall mean the place on shore where an officer is assigned to duty, or the home yard or the home port of a vessel on board which an officer is required to perform duty, under orders in each case which do not in terms provide for the termination thereof; and any station on shore or any receiving ship where an officer in fact occupies with dependents public quarters assigned to him without charge shall also be deemed during such occupancy to be his permanent station.

(*e*) The terms "competent superior authority" and "competent authority" shall mean the officer required by regulations of the department concerned to assign public quarters.

(*f*) The term "dependent" shall include at all times and in all places a lawful wife and unmarried children under twenty-one years of age. It shall also include the father or mother of the person concerned provided he or she is in fact dependent upon such person for his or her chief support: *Provided*, That the term "children" shall be held to include stepchildren and adopted children when such stepchildren or adopted children are in fact dependent upon the person claiming dependency allowance.

II. *Assignment of quarters.*—(*a*) The assignment of quarters to an officer shall consist of the designation in accordance with regulations of the department concerned of quarters controlled by the Government for occupancy without charge by the officer and his dependents, if any.

(*b*) No officer who, when adequate quarters are not available for assignment to him at his permanent station, is permitted or required personally to occupy inadequate quarters at such station shall so occupy more than one room and a bath.

(*c*) Any unassigned quarters at a post, yard or station may, with the permission of competent superior authority and so long as not needed for assignment to officers on permanent duty thereat, be occupied by officers not permanently stationed thereat, but no officer unaccompanied by dependents shall be permitted to occupy as quarters at a post, yard, or station other than his permanent station more than one room and a bath.

III. *Payments.*—(*a*) Payment of the money allowance for rental of quarters to the officers entitled thereto shall be made periodically by appropriate disbursing officers upon submission of the evidence necessary to substantiate the payee's right to such allowance.

(*b*) No officer shall be paid a rental allowance for any period during which he is assigned quarters at his permanent station which have been determined to be adequate in accordance with regulations prescribed by the head of the department concerned.

IV. The head of any department concerned is authorized to prescribe such supplementary regulations not inconsistent herewith as he may deem necessary or desirable for carrying out these regulations.

This order shall supersede Executive Order No. 4063 of August 13, 1924, and shall be effective as of June 1, 1942.

THE WHITE HOUSE,
*October 13, 1942.*

FRANKLIN D. ROOSEVELT

[C. M. C. M. 3.]

## 24–26

**Payable when on active duty.**—The rental allowance is payable to officers at all times while either on active duty or entitled to active duty pay, except that:

(*a*) No rental allowance shall accrue to an officer having no dependents while he is on field or sea duty.

(*b*) No rental allowance shall accrue to an officer with or without dependents while he is assigned as quarters at his permanent station the number of rooms provided by law for an officer of his rank or a less number of rooms in any particular case wherein, in the judgment of competent superior authority, a less number of rooms would be adequate for the occupancy of the officer and his dependents.

## 24–27

(1) **Field duty and sea duty.**—An officer shall be on "field duty" for rental allowance purposes when on service, under orders, with troops operating against an enemy, actual or potential. An officer shall be on "sea duty" for rental allowance purposes when on service at sea in a vessel employed by authority of law under orders requiring him to report for duty on board said vessel or assigning him to duty in command of vessels or as a member of the staff of such commander. An officer shall be considered as not on "sea duty" for rental allowance purposes during any period when he is required to render service on shore of a character determined by the Navy Department to be paramount to the duty which he is required to render at sea.

(2) **Permanent station.**—The "permanent station" of an officer for rental allowance purposes shall be the place on shore where an officer is assigned to duty, or the home yard or the home port of a vessel on board which an officer is required to perform duty, under orders in each case which do not in terms provide for the termination thereof. Also any station on shore or any receiving ship where an officer in fact occupies with his dependents public quarters assigned to him without charge shall be deemed during such occupancy to be his permanent station for rental allowance purposes.

## 24–28

(1) **An officer with dependents is entitled** to rental allowance:

(*a*) When stationed on permanent shore duty (either within or without the continental limits of the United States) except when assigned thereat, as quarters, the number of rooms prescribed by law for an officer of his rank, or a less number of rooms determined to be adequate in the particular case for the occupancy of the officer and his dependents. The rental allowance thus payable continues for time absent from such station on authorized leave (not in excess of statutory leave limit), on sick leave, in hospital, under arrest, or on temporary duty away from such permanent station, except as provided in subparagraph (*d*).

(*b*) When on sea (or field) duty, including time absent therefrom on authorized leave (not in excess of statutory leave limit), on sick leave, in hospital, under arrest or on temporary duty away from such sea (or field) duty, except for such period during which assigned, as quarters, at the home yard or the home port of the vessel on board which he is required to perform duty, the number of rooms prescribed by law for an officer of his rank, or a less number of rooms determined to be adequate in the particular case for the occupancy of the officer and his dependents, and except as provided in subparagraph (*d*).

(*c*) For the interim following detachment from permanent station and preceding reporting at a new permanent station, including time on authorized leave (not in excess of statutory leave limit), on sick leave, in hospital, under arrest, or on temporary duty at a shore station, while awaiting orders, while awaiting transportation to new station to which under orders to proceed, inclusive of authorized delay in proceeding and while in the performance of travel, except as provided in subparagraph (*d*).

(*d*) Rental allowance is not payable to an officer with dependents for any period during which he in fact occupies with his dependents public quarters assigned to him without charge at a station on shore or on a receiving ship.

(2) **An officer without dependents is entitled** to rental allowance:

(*a*) When stationed on permanent shore duty (either within or without the continental United States) except when assigned thereat, as quarters, the number of rooms prescribed by law for an officer of his rank, or a less number of rooms determined to be adequate in the particular case for the occupancy of the officer. The rental allowance thus payable continues for time absent from such station on authorized leave (not in excess of statutory leave limit), on sick leave, in hospital, under arrest, or on temporary duty away from such permanent station, including periods of temporary sea duty, not exceeding four months, where the shore duty is determined by the Department to be paramount to the duty which he is required to render at sea (Decs. Comp. Gen. A–83188, Feb. 2, 1937, and B–28788, Nov. 14, 1942). [C. M. C. M. 3.]

(*b*) When required to render, while on sea duty, service on shore of a character determined by the Navy Department to be paramount to the duty which he is required to render at sea.

(*c*) For the interim following detachment from permanent station and preceding reporting at a new permanent station, including time on authorized leave (not in excess of statutory leave limit), on sick leave, in hospital, under arrest, or on temporary duty at a shore station while awaiting orders, while awaiting transportation to new station to which under orders to proceed, inclusive of authorized delay in proceeding, and while in the performance of travel.

## 24–29

**Absence.**—Officers are not entitled to rental allowances for periods of absence without leave or excess authorized leave.

## 24–30

**Assignment of quarters.**—An "assignment of quarters" to an officer shall consist of the designation, in accordance with the regulations of the Navy Department, by such officer as is required under the Navy Regulations to assign public quarters, of quarters controlled by the Government for the occupancy without charge by the officer and his dependents, if any.

## 24–31

**Reporting at a station.**—When an officer reports for permanent duty at a post or station, the commanding officer will endorse on the officer's orders whether public quarters are available for assignment. (See art. 19–12.) [C. M. C. M. 3.]

## 24–32

(1) **Detached from station.**—If an officer in the occupancy of public quarters is detached from a shore station the commanding officer will endorse on his original orders the date on which public quarters were vacated.

(2) **Detached from sea or field duty.**—The fact that an officer has been detached from sea (or field) duty is evidenced by his orders.

## 24–33

(1) **Termination of assignment.**—No rental allowance accrues to an officer on the date his assignment to quarters is terminated (5 Comp. Gen. 723).

(2) If an officer in a rental-allowance status is detached from a shore station, the disbursing officer carrying his pay accounts prior to detachment will indorse on the transfer pay accounts the date to and including which rental allowance was last credited.

DEPENDENTS DEFINED

## 24–41

(1) **General.**—See article 24–25.

(2) (*a*) The dependency of the wife and unmarried minor legitimate children is presumed and does not have to be proven (93 Ct. Cls. 231).

(*b*) CHILDREN.—The terms "child" and "children" include stepchildren and adopted children who are in fact dependent upon the person claiming dependency allowances (sec. 4, Act of June 16, 1942, 56 Stat. 361). (See art. 24–25.)

(*c*) FATHER AND/OR MOTHER.—The Act of June 16, 1942, requires that the principal or chief portion of a reasonable living for his father and/or mother must be paid by an officer; and that he must actually and necessarily contribute more than one-half the cost of a reasonable living for his father and/or mother (Comp. Gen. Dec. 7546, Apr. 20, 1923, art. 2142–23, D. C. G. A. N. S.; see art. 24–25). [C. M. C. M. 3.]

CLAIMING DEPENDENT ALLOWANCES

## 24–42

(1) **Dependent father and/or mother.**—(*a*) An officer who desires to claim allowances for a dependent father and/or mother should consult the disbursing officer carrying his account, who will advise him as to the necessary action required to be taken to establish his right thereto.

(*b*) Affidavit of dependent father and/or mother will be filed with the officer's pay voucher for January and July of each year.

(2) When an officer desires to submit a claim for increased rental and subsistence allowances on account of a dependent father and/or mother, the officer will be required to submit a properly executed supplemental voucher (Form NMC–426–PM (Revised)) claiming, over his signature, only the increased allowances on account of such dependent. The certificate on the voucher, over the signature of claimant, will be completed to show the amount of cash contributed for the support of the dependent during the period covered by the claim, and the voucher will be accompanied by affidavits of the father and/or mother executed on Standard Form No. 1037. In the case of a Reserve officer, the affidavit of claimant required by article 25–194 (6), M. C. M., will be furnished.

(3) When an officer submits a claim for increased rental and subsistence allowances on account of a dependent father and/or mother, the disbursing officer carrying his pay account will transmit the voucher and supporting papers, by letter, to the Comptroller General of the United States, Washington, D. C., via the Paymaster, U. S. Ma-

[C. M. C. M. 3.]

rine Corps, requesting an advance decision as to whether he is authorized to make payment on the voucher. In order to prevent interference with the payment of regular pay and allowances to claimant pending receipt of an advance decision only the increased allowances to which claimant would be entitled in the event of a favorable decision will be stated on the voucher. Disbursing officers are not authorized to credit and pay increased allowances on account of a dependent father and/or mother prior to receipt of an advance decision from the Comptroller General of the United States.

(4) **Widower or divorced officer.**—For instructions see article 25—194, M. C. M.

[C. M. C. M. 3]

## 24–43

[Omitted. C. M. C. M. 3.]

## 24–44

**Dependents, declaration of.**—On Form NMC–426 officers will, when they have a dependent or dependents (in cases of dependent children), state the name or names, relationship, and actual residence of such dependent or dependents, in the spaces provided thereon. In the case of dependent children their ages will also be stated. Those officers who have no dependent or dependents will so state that fact by inserting in the appropriate space the words "No dependents." In no case will the words "None claimed" be used.

### DECISIONS

## 24–45

(1) To establish the dependency of the father and/or mother of a naval officer under section 4, Act of June 16, 1942, to entitle him to the additional allowances for subsistence and rental of quarters provided by sections 5 and 6 of said act for officers maintaining dependents, it must be shown that the father's and/or mother's monthly income in cash or other elements of value entering into the cost of living received from other sources does not equal or exceed the contribution regularly made by the officer for his and/or her support (2 Comp. Gen. 41; 37 U. S. C. 8). [C. M. C. M. 3.]

(2) No rental allowance accrues from the effective date of an officer's divorce unless a dependent child or children are claimed. (See art. 25–194, M. C. M.). [C. M. C. M. 3.]

(3) When claim is made for allowances for dependent mother and the officer's father is living, an affidavit of the father is required giving substantially the same information as required of the mother on Standard Form 1037. The foregoing applies in cases where an officer makes claim on account of dependent father and the officer's mother is living (Comp. Gen. A–24803, Oct. 20, 1928, art. 2142–23, D. C. G. A. N. S.). [C. M. C. M. 3.]

(4) An officer who on the date he entered on leave from duty at his station was in the occupancy of quarters at said station, or for whom public quarters were there available for his occupancy during his absence therefrom upon the leave, is not entitled to a rental allowance for period of said leave (2 Comp. Gen. 432).

(5) An officer for whom public quarters were available at the date he entered on a leave of absence does not become entitled to a rental allowance by reason of the fact that his quarters were for a portion of such leave undergoing repairs (2 Comp. Gen. 433).

(6) An officer whose marriage was annulled and declared void *ab initio* should be required to make restitution of amounts previously received as rental allowance on account of a lawful wife pursuant to section 6 of the Act of June 16, 1942 (Dec. Comp. Gen. B–22252, Oct. 6, 1942). [C. M. C. M. 3.]

## 24–46

**Reserve officer.**—An officer of the reserve undergoing training for short periods is entitled to rental allowance even though assigned quarters at his training station (4 Comp. Gen. 571, 661 and 784).

## 24–47

(1) **Form NMC–426** (pay voucher) supported by NMC–729 (C. O.'s certificate re nonassignment of public quarters) when required, will be used exclusively, in settling the accounts of all officers and warrant officers, Navy and Marine Corps, for rental allowance when paid by disbursing officers of the Marine Corps. When rental allowance is claimed for a dependent other than a lawful wife, the required affidavits and certificates will also be filed. (See art. 24–42.)

(2) **Consolidated NMC–729.**—When the number of officers drawing a rental allowance warrant its use a consolidated Form NMC–729 may be prepared, and signed by the commanding officer, listing the names of the officers and opposite their names the period during which they were not assigned public quarters at their permanent station, preceded by the same certificate that appears on NMC–729, modified to make it plural. This consolidated form will be filed with the returns of the disbursing officer concerned, immediately preceding the first officer's pay voucher appearing therein.

(3) **NMC–729 not necessary.**—Since there are no public quarters available for assignment to officers and warrant officers of the Marine Corps assigned to duty at any of the below-listed stations, NMC–729 will not be required to support credit of rental allowance:

Navy Department, Washington, D. C.
Headquarters United States Marine Corps, Washington, D. C.*

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*Quarters are available for the Commandant of the Marine Corps. [C. M. C. M. 2.]

Recruiting or staff offices in any city. [C. M. C. M. 3.]
Depot of Supplies, 1100 South Broad Street, Philadelphia, Pa.
Headquarters, Department of the Pacific, 100 Harrison Street, San Francisco, Calif.
Army War College, Washington, D. C.
Army Industrial College, Washington, D. C.
Naval War College, Newport, R. I.
Civilian schools, colleges or universities.
Marine Corps Reserve administrative offices in any city.
Inspectors of matériel at any industrial plant, in any city.

### SUBSISTENCE ALLOWANCES

### 24–51

The Act of June 16, 1942, provides a per diem subsistence allowance for commissioned and warrant officers, based on their pay period and upon whether or not they have dependents as shown by the following table:

*Table of allowances*

| | With dependents | | No dependents | |
|---|---|---|---|---|
| | Number of allowances | Monthly rate | Number of allowances | Monthly rate |
| Lieutenant general | 2 | $42 | 1 | $21 |
| Major general | 2 | 42 | 1 | 21 |
| Brigadier general | 2 | 42 | 1 | 21 |
| Sixth pay period | 2 | 42 | 1 | 21 |
| Fifth pay period | 3 | 63 | 1 | 21 |
| Fourth pay period | 3 | 63 | 1 | 21 |
| Third pay period | 2 | 42 | 1 | 21 |
| Second pay period | 2 | 42 | 1 | 21 |
| First pay period | 2 | 42 | 1 | 21 |

[C. M. C. M. 3.]

### 24–52

The value of one subsistence allowance is fixed at 70 cents per day (sec. 5, Act of June 16, 1942, 56 Stat. 361, 37 U. S. C. 105). The monthly rates of allowances shown in the table set forth in article 24–51 are on the basis of a month of 30 days. For a month of a greater or less number of days the amounts should be correspondingly increased or decreased. [C. M. C. M. 3.]

## 24–53

(1) **General provisions.**—Commissioned and warrant officers of the Marine Corps when in a pay status are entitled to subsistence allowance at all times.

(2) The subsistence allowance is credited on the basis of the actual number of days in a calendar month. The crossing of the 180th meridian should not be considered in computing subsistence allowance.

(3) Subsistence allowance under the Act of June 16, 1942, continues payable while officers are traveling either in an actual expense, per diem, or mileage status (2 Comp. Gen. 113). [C. M. C. M. 3.]

(4) The right to the subsistence allowance does not depend on an officer's duty status in the field or elsewhere, but is contingent in amount payable upon whether he has or has not dependents (MS—Comp. Gen. A. D. 6987, Aug. 24, 1922).

(5) **An officer** detached from sea duty and ordered to a receiving ship under arrest is entitled to a subsistence allowance while on board said receiving ship under arrest and awaiting trial (2 Comp. Gen. 415).

### LIMITATION OF PAY AND ALLOWANCES

## 24–54

[Omitted. C. M. C. M. 3.]

## 24–55

**Original appointment.**—Upon original entry into the service an officer is entitled to the pay of his rank from the date of acceptance of appointment. Two copies of his acceptance of appointment and oath of office, together with two copies of orders assigning him to active duty, certified by himself to be correct, will be furnished the disbursing officer for file with the first pay voucher. Upon first appointment where an officer has prior service which may be counted for pay purposes, a statement of service will be filed. [C. M. C. M. 3.]

## 24–56

**Appointed from midshipman.**—A midshipman who, upon graduation from the Naval Academy, is appointed a second lieutenant in the Marine Corps, is entitled to the pay as such from the date he takes

rank as stated in his commission, if appointed within 6 months after graduation from the Naval Academy (Act of March 3, 1893, 34 U. S. C. 863). Two copies of the letter transmitting his commission, certified by himself to be correct, will be furnished the disbursing officer for file with the first pay voucher. [C. M. C. M. 2.]

## 24–57

**Promotion to higher rank.**—Upon promotion to a higher rank an officer is entitled to pay from the date of rank as stated in his commission. Two copies of the letter transmitting his commission, certified by himself to be correct, will be furnished the disbursing officer for file with the first pay voucher.

## 24–58

**Pending examination.**—An officer of the Marine Corps who, on account of the exigencies of the service, is not examined for promotion but is commissioned in the higher grade subject to the examinations required by law, is not entitled to the increased pay until he has passed a successful examination for promotion (Comp. Dec., October 17, 1917, art. 2142–11, D. C. G. A. N. S.). Pending examination he should be paid as of the lower grade, and when his right to the pay of the grade to which promoted is established the difference of pay can be credited.

### PROMOTION OF COMMISSIONED OFFICERS, U. S. MARINE CORPS RESERVE

## 24–59

(1) **Original appointments.**—Commissioned officers of the Marine Corps Reserve, upon original appointment, are entitled to the pay and allowances of their rank from the date of acceptance. [C. M. C. M. 2.]

(2) **Promotion or advancement.**—Commissioned officers of the Marine Corps Reserve, upon promotion or advancement to higher rank or grade while on active duty, are entitled to the pay and allowances of the higher rank or grade from the dates of rank as stated in their commissions, as distinguished from the date of commission, or date of acceptance of commission (Section 8 (c), Act of August 27, 1940). Upon promotion to a higher rank effective while in an inactive status a reserve officer is not entitled to drill pay of the higher rank prior to the issuance of his commission or date of order to active duty, whichever comes first (20 Comp. Gen. 813). [C. M. C. M. 2.]

(3) **Aviation cadet commissioned while on continuous active duty.**—Upon original appointment as second lieutenant pay and allowances accrue from date of acceptance of commission; upon promotion to first lieutenant pay and allowances accrue from date of rank as stated in commission.

## 24-60

Brevets conferred upon commissioned officers shall not entitle them to any increase of pay (10 U. S. C. 691).

## 24-61

[Omitted. C. M. C. M. 3.]

## 24-62

**Missing in action.**—When reported as "missing in action," the pay of officers and enlisted men should be withheld until their status can be definitely ascertained; in case no information establishing such status can be obtained individual cases should be considered on their merits and determined upon the evidence obtainable (25 Comp. Dec. 34).

## 24-63

**Prisoners of war.**—While held as prisoners of war by an enemy nation, commissioned officers and enlisted men * * * are entitled to the same pay to which they may be entitled while in the active service of the United States (25 Comp. Dec. 34).

### ADVANCE PAY

## 24-70

(1) For regulations governing the payment of advance pay to officers see articles 1802 and 1803, Navy Regulations.

(2) Form NMC-426 will be used by disbursing officers of the Marine Corps in making payments of advance pay. The following method is prescribed: The amount of the advance will be entered under "Credits" and designated "Advance Pay"; a corresponding checkage will be entered under "Debits" and the payment shown in the space headed "Payments," in order that the voucher will properly reflect the "Overpayment." The disbursing officer shall endorse on the original orders and the Transfer Pay Account of the officer receiving the advance payment the date and amount advanced. A certified copy of the orders upon which advance pay is paid, and bearing a facimile of the endorsement placed on the original orders, will in all cases accompany the voucher. [C. M. C. M. 3.]

(3) In all cases of advances or overpayments appearing on the rolls, the name of the disbursing officer making such advance or overpayment shall be noted over the amount.

(4) Omitted. [C. M. C. M. 3.]

(5) A disbursing officer paying an advance to an officer not carried on his rolls will make payment as prescribed in paragraph (2) above

and forward, without delay, to the proper disbursing officer a request for checkage (NMC–301), in triplicate, of the amount so advanced. The voucher (NMC–426) as paid will be filed with the returns of the disbursing officer in its regular place, i. e., alphabetically. The accomplished request for checkage, when received from the disbursing officer making the checkage, will be forwarded to the General Accounting Office with the voucher upon which the advance was paid, or, if the voucher in question has previously been forwarded, the accomplished request will be forwarded separately. [C. M. C. M. 3.]

(6) Advance pay will be computed only on base pay, plus pay for longevity. [C. M. C. M. 3.]

(7) The specific approval of the department is required in all cases where the advance is not drawn prior to the expiration of a period of 30 days after the date of detachment, which will be granted only after a detailed statement of the necessity for such advance and a full explanation of the failure to draw the advance within the period specified (art. 1802 (4), N. R.).

(8) When an officer has drawn an advance of pay it is mandatory that the resulting overpayment be liquidated within a 6-month period, therefore, upon each settlement of his account subsequent to payment of advance pay the proportionate amount of the required deduction shall be made. Should an officer fail to draw in full the amount of accrued pay and allowances he is entitled to receive, at the time his account is settled, it will be used to reduce his overpayment and the amount so used to reduce the overpayment cannot be drawn at a later date.

(9) "* * *, no allotments in force at the time of the payment of an advance, or made simultaneous with or subsequent thereto, shall operate to prevent the liquidation of such advance within a period of six months. In the event the stoppage of an allotment is necessary to effect liquidation of an advance within the period prescribed, such action shall be taken by the disbursing officer" (art. 1802 (5), N. R.).

## AIDES

### 24–71

**Allowance.**—Each major general shall have three aides who may be selected by him from captains or lieutenants, and each brigadier general shall have two aides who may be selected by him from lieutenants (10 U. S. C. 498).

### 24–72

(1) **Pay.**—(*a*) Sections 1098 and 1261, Revised Statutes, are applicable to the Marine Corps under the provisions of section 1612, Revised Statutes (10 U. S. C. 498, 692; 34 U. S. C. 971).

(*b*) An aide to a major general shall be entitled to $200 a year in addition to the pay of his rank, and an aide to a brigadier general $150 a year in addition to the pay of his rank (10 U. S. C. 692).

(2) **Orders to duty as aide.**—(*a*) The order assigning an officer to duty as "Aide" will state that, "the duties he is to perform are exclusively and strictly personal, confidential and of a routine character as contrasted with general staff duty" (6 Comp. Gen. 493).

(*b*) An aide is entitled to pay to include the date of actual relief if on duty, but if on leave of absence is entitled to pay to the date of order relieving him. If the general is retired, the aide is entitled to pay as such to include the date prior to the date of the general's retirement.

(c) Omitted. [C. M. C. M. 3.]

### DECISIONS

### 24–73

(1) Only the number of aides authorized by law can be allowed the additional compensation attached to the office, regardless of the number that may be selected and assigned to such duty (6 Comp. Dec. 154).

(2) An officer is entitled to the additional pay allowed an aide when said officer enters upon the duties under proper designation as aide, and is entitled to such pay while on authorized leave, provided during such leave his designation as aide remains unchanged (17 Comp. Dec. 104).

(3) "Where a lieutenant in the Navy receives additional pay for duty as an aide and by subsequent Executive action pursuant to the act of March 4, 1913 (34 U. S. C. 870), he became a lieutenant commander, the sum so allowed as additional pay as aide will not be set off against the claim for pay for higher grade, because by that act he became retroactively and constructively but not in fact a lieutenant commander during that period" (52 Ct. Cls. 327).

(4) An aide to an officer of the Marine Corps with the rank of colonel, commanding a body of marines having brigade organization and performing duties ordinarily performed by a brigadier general, is not entitled to be paid as aide (MS-Comp. Dec., April 27, 1911).

### AVIATION PAY

### 24–74

For instructions relative thereto see chapter 26.

### LEAVE AND LEAVE PAY

### 24–75

(1) **Allowance of leave.**—All officers on duty shall be allowed, in the discretion of the Secretary of the Navy, 60 days' leave of absence without deduction of pay or allowances: *Provided*, That the same be

taken once in two years: *And provided further*, That the leave of absence may be extended to three months if taken once only in three years, or four months if taken only once in four years. (See art. 1–17.)

(2) "**The Army leave law,** allowing 30 days' leave in any 1 year, becomes applicable from the date of appointment of ensign. The period between the date of appointment and June 30, the end of the leave year, shall be the period to be compared with the total leave year in determining the prorated leave for the period between date of appointment as ensign and the end of that leave year and for which full pay shall be allowed." (MS-Comp. Dec. August 19, 1910).

(3) "**Warrant officers** shall be allowed such leave of absence, with full pay, as is now, or may hereafter be, allowed other officers of the United States Navy" (Navy act, August 29, 1916; 34 U. S. C. 229).

(4) On and after May 26, 1928, a retired officer on active duty is entitled to active duty pay while on authorized leave, not in excess of statutory leave limit and while on sick leave, and to one-half active duty pay while on active duty and granted leave in excess of statutory leave limit (8 Comp. Gen. 5; see also art. 24–76 (2) (3); act May 26, 1928 (37 U. S. C. 26)).

(5) Leave accrues to reserve officers and aviation cadets for period of active service only, on the basis of 30 days annually.

(6) "**A retired officer assigned to active duty** is not entitled to cumulative leave of absence that had accrued prior to his retirement, notwithstanding the fact that his assignment to active duty occurred immediately after his retirement" (23 Comp. Dec. 307).

## 24–76

(1) **Leave pay.**—"Officers when absent on account of sickness or wounds, or lawfully absent from duty and waiting orders, shall receive full pay; when absent with leave, for other causes, full pay during such absence not exceeding in the aggregate 30 days in one year, and half pay during such absence exceeding 30 days in one year. When absent without leave, they shall forfeit all pay during such absence unless the absence is excused as unavoidable" (10 U. S. C. 841).

(2) No officer of the Navy or Marine Corps, while on leave of absence engaged in a service other than that of the Government of the United States, shall be entitled to any pay or allowances for a period in excess of that for which he is entitled to full pay, unless the President otherwise directs (34 U. S. C. 871).

(3) The provisions of the above quoted acts are a restriction on the pay accruing to officers of the Navy and Marine Corps during leave of absence and in effect deprive these officers of half pay during excess leave as authorized by section 1265, Revised Statutes, unless the President shall direct otherwise. (See 8 Comp. Gen. 482 and 539.)

## 24–77

(1) **Allowances of officers on excess leave.**—There being no mention of "allowances" in 10 U. S. C. 841, an officer on excess leave of absence is entitled to one-half pay and to no allowances, subject to the provisions of article 24–76 (2 Comp. Gen. 333).

(2) **Excess leave.**—When an officer is in an excess-leave status at the beginning of the leave year and continues in a leave status he is not entitled to any pay or allowances until his return to a full-duty status (7 Comp. Gen. 615).

### MOUNTED PAY

## 24–78

(1) **When entitled.**—"Hereafter the United States shall furnish mounts and horse equipment for all officers of the Army below the grade of major required to be mounted, but in case any officer below the grade of major required to be mounted provides himself with suitable mounts at his own expense he shall receive an addition to his pay of $150 per annum if he provides one mount and $200 per annum if he provides two mounts" (10 U. S. C. 803).

(2) The proviso under "Pay of the Army" in the War Department appropriation act of the fiscal year 1930 (45 Stat. 1353), that the number of horses owned by an officer of the Army occasioning any public expense, including extra compensation, shall be reduced to one on June 30, 1930, is a change of the substantive laws, permanently fixing the authorized number of privately owned mounts for which forage, bedding, shoeing, shelter, medicine, transportation, extra compensation, etc., may be furnished at Government expense, at one mount for each officer of the Army, effective July 1, 1930 (9 Comp. Gen. 248; applicable to the Marine Corps under sec. 1612 R. S. (34 U. S. C. 971)).

## 24–79

(1) **How obtained.**—Officers required by proper authority to be mounted may obtain the additional pay for providing such mounts in the following manner: By filing with the first voucher NMC–426 on which credit is claimed duplicate copies of their orders requiring them to be mounted, together with proper certificates from their commanding officer that the mount or mounts are in all respects suitable for the military service, and conform to the standards for mounts prescribed by proper authority (citing authority). Subsequent vouchers need only to refer to the original authority and the first voucher with which such authority is filed.

(2) **When on foreign duty,** mounted pay may be paid to officers upon the certificate of the commanding officer of marines that their duties require them to be mounted. Upon receipt of such certificate it will be referred by the disbursing officer concerned, via the Paymaster, Marine Corps, to the Major General Commandant for approval.

(3) **In United States.**—Mounted pay will not be paid to officers for service in the United States, except upon the certificate of the Major General Commandant that their duties require them to be mounted.

## 24–80

**Upon relief** from duty requiring an officer to be mounted, or if the mount or mounts are disposed of, the officer should submit with the last voucher upon which mounted pay is claimed duplicate certified copies of his orders indorsed to show the actual date of relief, or, if the mount or mounts are disposed of, a certificate showing the date upon which the officer ceased to own the mount or mounts.

## 24–81

The officer's certificate upon his pay account will be the evidence upon which disbursing officers will base their payments of additional pay for mounts, until information is obtained by them from proper authority that such additional pay is to be stopped.

## 24–82

Officers below the grade of major providing their own mounts do not forfeit the right to additional pay by reason of absence on account of sickness or on ordinary leave, nor will the mere fact that such officers are detached for a purely temporary period from the stations where their mounts are kept deprive them of their right to the additional pay so long as the mounts are actually and exclusively owned and kept for their use in the military service at their regular stations. In all other cases the right to the additional pay accrues only where the mounts are actually available for use at the station where the officer is serving (A. R. 35–1720 (2)).

## 24–83

"A captain in the Marine Corps on duty in the office of the Judge Advocate General of the Navy, whose duties do not require him to be mounted, is not entitled to mounted pay, even though officers of the Army detailed for duty in the Judge Advocate General's office of the Army are drawing this increased pay" (MS–Comp. Dec. June 24, 1909).

### TRAVEL ALLOWANCE, OFFICERS DISCHARGED

### 24-84

(1) **Law authorizing.**—"When an officer shall be discharged from the service, except by way of punishment for an offense, he shall receive for travel allowances from the place of his discharge to the place of his residence at the time of his appointment, or to the place of his original muster into the service, 4 cents per mile. And for sea travel on discharge, actual expenses only shall be paid to officers" (10 U. S. C. 751).

(2) But hereafter, for the purpose of determining allowances for officers on discharge, "travel in the Philippine Archipelago, the Hawaiian Archipelago, the home waters of the United States and between the United States and Alaska shall not be regarded as sea travel, and shall be paid for at the same rates established by law for land travel" (10 U. S. C. 748).

### DECISIONS

### 24-85

(1) An officer who tenders his resignation and is honorably discharged is not entitled to travel pay (189 U. S. 471).

(2) When an officer is discharged at the place where he received appointment, such place is the place of residence within the meaning of the travel-pay law of March 2, 1901, to which he is entitled to be returned upon honorable discharge (25 Comp. Dec. 860; 10 U. S. C. 751).

### 24-86

(1) **Dismissal of officers.**—Officers dismissed will be paid to include the date they received official notice of dismissal unless another date is specified as the one from which it shall take effect. The proper disbursing officer shall be notified by the officer under whom the dismissed officer is serving of such final date. (See N. R. 1797.)

(2) Where an officer of the Marine Corps at date of dismissal from the service was indebted to a bachelors' mess it was held that pay due said officer at date of dismissal could not be paid to the treasurer of the mess to satisfy said indebtedness (18 Comp. Dec. 991).

(3) Where a sentence of court martial passed upon an officer involves dismissal from the service but no forfeiture of pay, and there has been no absence without authority or on account of the officer's own misconduct, pay is due to the date the officer is chargeable with receipt of notice of dismissal, and for any period subsequent thereto the officer is held to service under orders issued by competent authority (27 Comp. Dec. 13).

## 24–87

**Resignation of officers.**—Officers resigning shall be paid to include the date they receive official notice of acceptance of resignation unless another date is specified as the one from which it shall take effect. The proper disbursing officer shall be notified, by the officer under whom the resigning officer is serving, of such final date. (See N. R. 1797.)

## 24–88

**Final settlement on discharge, dismissal, resignation, or revocation of appointment.**—Officers awaiting separation will not be paid subsequent to receipt of notification thereof except upon the expressed authorization of this Headquarters. However, the disbursing officer carrying the account of the officer concerned will retain and continue to settle such account to include the date of discharge, dismissal, resignation, or revocation of appointment as fixed in the notice of separation, at which time the account will be transferred to the Paymaster, Eastern Pay Area, Headquarters, U. S. Marine Corps, for final disposition. A signed pay voucher showing the balance due at date of separation and the mailing address of the officer, together with two certified copies of orders with all endorsements thereon, will accompany the transfer pay account. Before finally settling the account the Paymaster, Eastern Pay Area, will ascertain from each staff department and from the General Accounting Office, whether there are any outstanding liabilities against the officer for which settlement has not been made and for which the officer may legally be held responsible by the Government. [C. M. C. M. 2]

## 24–89

**Deceased officers.**—In the case of the death of an officer who has submitted a pay voucher, appropriate deduction should be made under "Paymaster's statement" on the voucher, for the unexpired portion of the month in which death occurred, beginning with the date subsequent to the date of death. In the case of the death of an officer who has not submitted a pay voucher, a detailed statement of account will be prepared, in addition to the detailed statement of account required by article 30–15, covering the period from date of last settlement to include date of death, and filed with the disbursing officer's returns in lieu of a pay voucher. [C. M. C. M. 3.]

## TRANSFER PAY ACCOUNTS

### 24–90

**Pay accounts shall run for consecutive periods.**—An officer who does not desire to draw his pay need not present his voucher, but when an officer's account is stated it must be stated consecutively, and the disbursing officer's records must show consecutive settlements from the time the officer's account is taken up until it is transferred. [C. M. C. M. 3.]

### 24–91

**Transfer of pay accounts.**—Officers receiving orders to change stations, which involve the transfer of their pay accounts to another disbursing officer, should immediately notify the disbursing officer who carries their accounts of such fact.

### 24–92

Form NMC–40 will be used to transfer the accounts of officers who have been paid in full or who have a balance due and unpaid. Where an officer is transferred with a balance overpaid Form NMC–41 will be used. An original and three copies will be prepared by the disbursing officer carrying the officer's account. The original and two copies will be delivered to the officer transferred. In the event they cannot be delivered to the officer they will be forwarded to the disbursing officer paying the ship or station to which the officer is transferred.

### 24–93

The disbursing officer receiving the accounts of an officer will acknowledge receipt by completing that part of the form reserved for this purpose and return the duplicate copy to the disbursing officer from whom received, the original will be filed with the returns, and the triplicate will be retained for his files. Where transfer pay accounts are received from disbursing officers of the Marine Corps on foreign stations, the duplicate will be accomplished as above indicated, but will be forwarded direct to the Paymaster, Marine Corps, with letter of transmittal, for incorporation in the returns of the transferring officer, a copy of the letter of transmittal being furnished the latter.

### 24–94

**Certificate of dependency.**—The following procedure will govern when transferring an officer's account with certificate of dependency: Under remarks on the transfer pay account will be entered, "Has dependent ________________ (Relationship) ________________ (Name), certificate filed with voucher No. _______, account of ________________ month of ____________."

## 24–95

**Payments en route.**—If it is necessary for an officer to draw pay while en route from old to new station he should present his transfer pay account, if in his possession, and two certified copies of his orders, with all endorsements in chronological order, to the nearest disbursing officer with request for payment.

## 24–96

**Copies of orders, reporting or detachment.**—Two copies of an officer's orders, with all endorsements in chronological order, and certified to be correct, must be furnished the disbursing officer of the station to which reporting or from which detached. In the event an officer is entitled to and desires to draw advance pay, he must also furnish his original orders and two additional certified copies thereof.

## 24–97

**Receipted transfer pay accounts and copies of orders where filed.**—The receipted transfer pay account and certified copy of orders of an officer on detachment will be filed with the pay voucher on which his account last appears. In the event that the pay voucher, on which his account last appears, has been forwarded by the disbursing officer to the General Accounting Office, the receipted transfer pay account and certified copy of orders will be forwarded to that office, by letter of transmittal, via the Paymaster, giving the voucher number and month with which they are to be filed.

## 24–98

**Allotments.**—To facilitate auditing and for reference purposes, when allotments are checked for more than 1 month, or in cases when the settlement made covers a portion or all of 2 different months and but 1 month's checkage is made for allotments, a notation will be made opposite such checkage, to show the month for which the allotments are checked. The same procedure will be followed on Form NMC–434 (Recapitulation and Transcript of Accounts), also allowing sufficient space between the accounts of officers to distinctly separate them.

## 24–99

**Adjustments.**—When adjusting short credits or overcredits of pay and allowances in the account of an officer, the item or items involved will be shown in detail in the body of the voucher or under "Paymaster's Statement" thereon. Appropriate explanation of each item will be made under "Remarks." Where both a short credit and an

[C. M. C. M. 3]

overcredit is involved, each will be properly credited or debited, as appropriate, and in no case will such items be adjusted by crediting or debiting a net amount. [C. M. C. M. 3.]

### HOSPITAL SUBSISTENCE

### 24–100

(1) The value of the ration to be checked against the accounts of those persons not entitled to rations while sick in hospital is the value of the hospital ration as fixed from time to time in the annual appropriation acts (5 Comp. Gen. 243; 24 U. S. C. 16).

(2) Officers, active or retired, admitted to Naval, Army, Marine, or other hospitals, where the expenses are paid by the United States, are checked the value of one hospital ration per day, to be credited to the naval hospital fund.

(3) **Checkage for hospital subsistence.**—To facilitate auditing and for reference purposes, when an officer is a patient in a Naval Hospital, the following remarks will be shown under "Paymaster's Statement" on pay voucher:

(*a*) Upon admittance to hospital and during continuance therein:

Sick in U. S. N. H. ________________ since ____________.
(Place) (Date)
Subsisted in hospital ____________ to ____________.
(Date) (Date)

(*b*) When discharged from hospital:

Sick in U. S. N. H. ________________ since ____________.
(Place) (Date)
Discharged from U. S. N. H. ______________, ____________.
(Place) (Date)
Subsisted in hospital ________________ to ____________.
(Date) (Date)

(*c*) Granted sick leave: Periods of sick leave will also be shown under remarks.

[C. M. C. M. 3.]

(4) Disbursing officers having the pay accounts of officers, active and retired, undergoing treatment in hospitals will be furnished by the medical officer in command of the hospital with ration admission and discharge notices (S. & A. Form 35–m), which will be filed as subvouchers to the voucher upon which checkage has been made. Upon receipt of a ration admission notice, disbursing officers should make checkage of the value of one hospital ration per day (computed upon the actual number of days in the month) from the date following the date of admission to the hospital and including the date of discharge, S. & A. Form 35–m (admission) being filed with the first voucher upon which checkage is made and S. & A. Form 35–m (discharge) being filed with the last voucher upon which checkage is made.

(5) **In Army hospital.**—Should an officer of the Marine Corps, while in an Army hospital under competent authority, pay subsistence charges out of his personal funds he should prepare and submit a claim for reimbursement on Standard Form 1012, accompanied by the receipted bill, to the disbursing officer who carries his account. The officer's account will be charged at the rate of the value of one hospital ration for each day subsisted in hospital and the balance of the expense borne by the naval hospital fund, in accordance with the provisions of article 1827 Navy Regulations. A copy of the voucher will be forwarded to the Bureau of Medicine and Surgery, Navy Department.

(6) **In St. Elizabeths Hospital.**—Commissioned officers of the Army, Navy, and Marine Corps, who are received in St. Elizabeths Hospital upon the orders of the Secretary of War and the Secretary of the Navy, respectively, are not entitled while undergoing treatment in said institution to subsistence at the expense of the Government (MS–Comp. Dec., January 24, 1912).

(7) An officer of the Marine Corps undergoing treatment in a naval hospital but who does not take any meals at such hospital is not chargeable with the value of hospital subsistence.

## TRAVELING EXPENSES

### GENERAL

### 24–101

(1) **Basis of reimbursement for travel.**—Officers are entitled to expenses of travel when traveling under competent orders without troops (37 U. S. C. 20).

(2) Travel by officers may be via government owned vessel on mileage basis, on actual expense basis, or by government or commercial aircraft. The mode of travel to be followed varies according to circumstances and the method of reimbursement is fixed by law and Navy Regulations, and further limited and defined by decisions of the Comptroller General, and by the Secretary of the Navy.

### 24–102

**Travel expenses not payable by the Government.**—

At duty station (3 Comp. Gen. 634).

Short trips within the immediate vicinity of the duty station (Comp. Gen. A–12367, March 1, 1926, art. 2500–3 D. C. G. A. N. S.).

Travel incidental to other duty (Comp. Dec. December 31, 1908; Comp. Gen. A–11107, September 18, 1925, art. 2500–3 D. C. G. A. N. S.).

Travel returning from leave to official station for duty (2 Comp Gen. 217 and 424; and 3 Comp. Gen. 760).

Travel under permissive orders (art. 1813 N. R., and Comp. Gen. A-983, March 18, 1924, art. 2500-3 D. C. G. A. N. S.).

Travel under orders but not on public business (Comp. Gen. A-23246, June 30, 1928, art. 2500-3 D. C. G. A. N. S.).

## 24-103

(1) **Travel with and without troops defined and determined.**—In view of the long-continued use of the expression "traveling without troops" in the Army, the Army Regulations furnish a proper definition of that term when applied to other services by section 12 of the Act of June 10, 1922 (37 U. S. C. 20; 6 Comp. Gen. 240).

(2) **With troops.**—Traveling with troops will be regarded as covering all cases of travel included:

Under orders for movement, in whatever manner, of the officers' appropriate command.

Under orders for the movement of detachments, escorts, or stores, where the movement is made by marches or by transportation belonging to or especially hired for the purpose by the United States.

Under orders directing officers to accompany troops.

(3) **Without troops.**—Traveling without troops will be regarded as covering cases of:

Officers included in the movement, by railroad, stage, or like established lines of conveyances, except by air, of detachments of less than 10 armed or unarmed men (exclusive of officers), such as guards and nurses for disabled or insane officers or soldiers, and escorts for inspectors, quartermasters, and others, and guards for public funds or property in their charge; and of officers with recruiting parties of less than 10 men (excluding officers), when it is necessary to be absent from their regular station for more than 24 hours, whether the travel be performed by such established lines of conveyance or by transportation belonging to or especially hired for the purpose by the United States. It will also include cases of officers traveling in charge of a detachment of recruits, whatever the size of such detachment.

Travel by air under circumstances which render it impracticable to carry facilities for messing and sheltering.

## 24-104

**Retired officers.**—Retired officers when traveling under competent orders without troops shall be "entitled to the same mileage as are active officers" (act of June 12, 1906, 34 Stat. 246).

## 24-105

**Transportation requests.**—Officers who so desire may, upon application to the Quartermaster Department, be furnished under their orders, transportation requests for the entire journey by land, exclusive of sleeping- and parlor-car accommodations, or by water. The transportation so furnished shall, if travel is performed under a mileage status, be deducted from the officers' mileage account, at the rate of 3 cents per mile (10 U. S. C. 870).

### 24-106

**Land-grant deductions.**—In the case of officers whose route of travel is in whole, or in part, over a land-grant road, the law requires a deduction of 3 cents per mile whether or not transportation was procured from the Quartermaster Department (10 U. S. C. 870; see art. 24-105).

### 24-107

**Procurement of transportation.**—As reimbursement for transportation can be made only in the amount the Government would have paid had the transportation request been furnished, such request should be used whenever practicable by officers, Reserves, and civilians traveling on official business.

### 24-108

The furnishing of transportation is not authorized in cases of permissive travel between the Asiatic station and the United States via Europe (Comp. Gen. A-36019, April 8, 1931, art. 2509-1 D. C. G. A. N. S.).

### 24-109

**Travel started and completed in different fiscal years.**—Land or coastwise water travel will be charged against the appropriation current at the time the transportation (ticket) is procured or, in the case of mileage, the appropriation for the fiscal year in which the major portion of the travel is performed (9 Comp. Gen. 458). Ocean steamship travel will be charged against the appropriation current on the date of sailing (16 Comp. Gen. 858). Actual expense or per diem travel will be charged to the fiscal year in which the travel was performed.

## AUTHORIZATION FOR TRAVEL

### 24-110

(1) Orders are necessary.

(2) **Travel without orders.**—No expenses for travel are authorized unless orders by competent authority have been issued therefor (Comp. Gen. May 14, 1918, art. 2508-1 D. C. G. A. N. S.).

(3) **Travel prior to receipt of orders.**—Expenses for travel are not authorized when the travel is performed in anticipation of or prior to receipt of orders (18 Comp. Dec. 141).

(4) **Verbal orders.**—Written orders are essential. When urgent public business makes it necessary, a verbal order given in advance of travel and subsequently reduced to writing and approved by the Major General Commandant or Navy Department, will meet this requirement (Comp. Gen. 3771, April 4, 1923; A–26467, April 17, 1929, art. 2508–2 D. C. G. A. N. S.).

(5) **In case of loss of original orders.**—Officers will make claim on the General Accounting Office, Claims Division, for mileage or other expenses accrued under said orders (Comp. Dec., August 2, 1905, art. 2510–1 D. C. G. A. N. S.).

## 24–111

**Proceed time and delay.**—See article 1–20.

## 24–112

(1) **Mileage, officers'.**—Mileage will be paid only on orders issued by the Major General Commandant or Navy Department or by a commanding officer and approved by the Major General Commandant or Navy Department, or on orders issued by the Department Commander, Department of the Pacific, for the movement of officers within his department.

(2) **Repeated travel.**—Orders for actual and necessary expenses in lieu of mileage require the approval of the Secretary of the Navy (37 U. S. C. 20).

(3) **Travel by air.**—A competent order is one issued or approved by the Major General Commandant or Navy Department. The order shall show the duty involved, that the travel is to be by air, stops to be made enroute, and either that reimbursement of actual and necessary expenses at not to exceed $8 a day, or a per diem of not to exceed $6 is authorized.

(4) **Actual expenses—within the United States.**—Orders must be issued or approved by the Major General Commandant or the Navy Department (art. 1810 (1) N. R.).

(5) **Actual expenses—Outside the United States.**—Orders must be issued or approved by the Major General Commandant or Navy Department, or the Commander in Chief of a fleet or station (art. 1810 (2) N. R.). The necessity for the travel will be certified on the order by the officer issuing it.

(6) **Marine Reserves.**—Orders to Marine Reserve officers ordered to training duty when no flight duty is involved may be issued by commanders of Reserve districts subject to the instructions of the Major General Commandant or Navy Department. Mileage may be paid on such orders without the approval of the Major General Commandant or Navy Department. In all other cases, the requirements for orders to other personnel apply to orders to Reserves. When an

aviation cadet desires to travel by private conveyance, an endorsement authorizing such travel will be placed on his orders by the commander of his Reserve district or by his commanding officer.

### ORDERS AND ENDORSEMENTS

### 24-113

(1) **Original orders required.**—Claims for reimbursement of travel allowances will be accompanied by the original orders and all endorsements thereon, including the hour, date, and place of receipt, and dates and places of detachment and reporting, together with two certified copies thereof. When travel is performed on orders by dispatch, claim will not be submitted until after receipt of the confirming orders, and the original of such confirming orders will be attached to the claim. If all endorsements are not on the confirming orders, the original and two certified copies of the dispatch orders will also be submitted.

(2) Before presenting the orders to the disbursing officer, the person performing, the travel will endorse on them the date and hour of beginning of travel and date and hour of arrival at final destination, and in the case of aerial surveys the date and hour of arrival at and departure from each place where such surveys are to be made. In the case of travel by Government vessel, orders will be endorsed to show the date and hour of sailing of the vessel, and of embarkation and debarkation.

(3) If any references are made on the orders, copies of such references will be attached unless the contents of the reference is quoted in the body of the orders, except in the case of confidential or secret orders, in which case the officer concerned will certify to such fact.

(4) An officer claiming mileage to his home will, upon completion of travel, certify on his orders his place of residence, and the date of his arrival thereat.

### TRAVEL VIA GOVERNMENT OWNED VESSEL

### 24-114

(1) **Expenses reimbursable.**—(*a*) On Government vessels for which no fare is charged: Only actual and necessary expenses incurred which are reimbursable (34 U. S. C. 897; 5 Comp. Gen. 1009). This authorizes mess bills only, from date and hour of sailing to date and hour of debarkation; and on dates of sailing and debarkation, for each meal at one-third the daily rate charged by the mess of the vessel.

(*b*) If rail travel in the United States is involved: Mileage to the port of embarkation and from port of debarkation to the new station but no expenses of transportation of person or baggage to or from rail or steamer (21 Comp. Dec. 534).

(*c*) For periods required to disembark on account of delay of such vessels, or for transfer to another vessel before reaching final destination: Actual expenses, necessarily incurred, not to exceed $7 per day (Comp. Gen. A–39070, November 9, 1931, art. 2501 D. C. G. A. N. S.).

(2) **Expenses not reimbursable.**—(*a*) When required to report to a station for further orders, or for temporary duty en route to final destination: No expenses incurred while awaiting transportation to final destination (11 Comp. Gen. 31).

(*b*) When travel is not continued beyond transshipping point: No expenses after debarkation.

(*c*) After arrival of vessel at destination: No expenses while on board vessel at destination awaiting orders (22 Comp. Dec. 50).

(3) **Ordered to travel by Government vessel but elects to travel in different manner.**—When an officer is ordered to proceed via Government vessel, but elects and is authorized to travel by a different route, he is entitled to the cost that would have been incurred by the Government in furnishing transportation under the original orders, i. e., mileage for distance to and from stations and points of embarkation and debarkation and amount of mess bill which would have been incurred on the Government vessel (MS–Comp. Gen. 4741, July 25, 1923; 9 Comp. Gen. 269).

## 24–116

**Travel in a mileage status.**—In lieu of traveling expenses, including transportation of baggage, officers traveling within the United States, under orders, receive mileage at the rate of 8 cents per mile, distance being computed by the shortest usually traveled route as shown in the Official Mileage Tables.

## 24–117

(1) **Circumstances under which mileage is allowed.**—(*a*) To and from Alaska (6 Comp. Gen. 675).

(*b*) By Government conveyance on land within the United States and outside and beyond limits of duty station: mileage, less deductions as if travel has been on a transportation request.

(*c*) Ordered from point outside United States to point within United States: mileage for that portion of the travel within United States (Comp. Dec. 23873, August 20, 1914, art. 2501–3 D. C. G. A. N. S.).

(*d*) Ordered to travel over route which is not the shortest usually traveled route: mileage over route actually traveled (Comp. Dec. Sept. 28, 1903; 2501–3 Comp. Dec., December 27, 1907, art. 2501–3 D. C. G. A. N. S.).

(*e*) First appointment.—Officer on first appointment is entitled to mileage from place of acceptance of commission to his first duty station, provided, the distance is not greater than from his place of official residence (as recorded in the Navy Department) to his first duty station.

(*f*) Orders changed en route, while on leave between stations, or before date of reporting at new station: Mileage from old station to final new station, via shortest usually traveled route (Comp. Gen. 7380, March 17, 1923; Comp. Gen. 5927, March 6, 1924; 2501–3 Comp. Gen. A–12964, February 25, 1926, art. 2501 D. C. G. A. N. S.).

(*g*) Orders canceled before reaching destination: Mileage for that portion of journey completed; or if travel was by other than shortest usually traveled route, for distance on shortest usually traveled route bearing the same ratio to total distance of such route as distance to point where orders were canceled bears to entire distance on route chosen (21 Comp. Dec. 480).

(*h*) Ordered to temporary duty from leave: Mileage from place order was received to place of temporary duty if not on direct route to permanent station; but only mileage from place of temporary duty to permanent station for distance in excess of that from place orders were received to permanent station (Comp. Gen. A–22484, April 24, 1928; art. 2501–3 D. C. G. A. N. S.; and 9 Comp. Gen. 215).

(*i*) Ordered to temporary duty from leave, while changing station: Mileage from the place of detachment from the old station to the place of temporary duty, thence to the new permanent station (19 Comp. Gen. 315).

(*j*) Recalled from leave, ordered to report to new station: If the officer returns to old station, mileage from old to new station (MS-Comp. Dec., June 27, 1917). If the officer proceeds direct to the new station, mileage from place order was received to new station if not in excess of that from old to new station; in the latter case, mileage for the distance from old to new station (Comp. Dec. May 19, 1914, art. 2501–3 D. C. G. A. N. S.).

(*k*) Detached to settle account and await orders: Mileage traveled not in excess of that from old to new station (17 Comp. Dec. 444).

(*l*) To and from sick leave (Ct. of Cls., February 1, 1915; 27 Comp. Dec. 977).

(*m*) To home on retirement, if travel is performed within 1 year after date of detachment or date of discharge from treatment in hospital, but in the latter case travel must be performed within 1 year from date of retirement (1 Comp. Gen. 363; Comp. Gen. 2687, January 3, 1923; A–67061, November 18, 1935, art. 2501–3 D. C. G. A. N. S.; 8 Comp. Gen. 327).

(*n*) Unauthorized change of residence: An officer who has changed his official residence without the permission of the Navy Department is entitled, if ordered to or from his home for purposes other than retirement, only to the mileage to or from his former official residence as recorded at the Navy Department (Comp. Gen. November 25, 1912, art. 2501–3 D. C. G. A. N. S.). However, in the case of an officer ordered home to be retired, the word "home" means the place which the officer selects for his return to civil life from his military life, and to which he has the intention of going when retired, and to which he does actually go (1 Comp. Gen. 363).

(2) **Circumstances under which mileage is not allowed.**—(*a*) For travel by Government aircraft.

(*b*) For travel outside the United States (4 Comp. Gen. 604).

(*c*) For travel in Government automobile within duty district of the officer concerned when he may return each day to his quarters.

(*d*) For travel under orders for movement of detachments, escorts, or stores, where the movement is made by marches or by transportation belonging to or especially hired for the purpose by the United States (19 Comp. Gen. 186; MS—Comp. Gen. B-7495, December 27, 1939).

(*e*) For ordered travel by commercial aircraft (18 Comp. Gen. 256).

### ACTUAL EXPENSE BASIS

### 24-118

(1) **Travel on actual expense or per diem basis.**—Actual and necessary expenses, not exceeding sums fixed by statute and regulations, or per diem allowance for subsistence, are allowed for travel under orders beyond the continental limits of the United States, in Alaska, and for repeated travel between two or more places in the United States (37 U. S. C. 20).

(2) **Travel beyond the continental limits of the United States.**—(*a*) It is travel abroad when an officer goes under orders from within the United States to a foreign place, from one foreign place to another, or from a foreign place to a place within the United States (3 Comp. Gen. 724).

(*b*) When an officer is ordered from a west coast port to an east coast port by way of Panama he is making one journey within the United States, but when he is ordered from a port in the United States to Panama, and after arrival there is ordered to another port in the United States, the travel is abroad (4 Comp. Gen. 604).

(*c*) TRAVEL ON VESSELS OF FOREIGN REGISTRY.—Reimbursement of expenses for travel in the case of officers traveling under orders on ships of foreign registry is not authorized unless it is certified by the Navy Department, the Major General Commandant or the Commander in chief on a foreign station, that a vessel under the United States flag is not available.

(3) **Return from Asiatic stations via Europe.**—Officers relieved from duty in the Asiatic and authorized to return to the United States via Europe will be reimbursed the cost that would have been incurred by the Government in furnishing direct transportation to the United States and mileage within the United States to the final destination to which ordered, provided that such cost does not exceed the travel-

ing expenses and mileage via the route actually traveled (Comp. Gen. A–25049, April 18, 1929; Comp. Gen. A–34329, February 16, 1931, art. 2501–4 D. C. G. A. N. S.).

(4) Travel status terminates when the officer reached the port to which ordered, even if he does not at once report on board the vessel to which assigned, due to inadequacy of quarters (Comp. Gen. A–20649–24537, December 10, 1929, art. 2501–4 D. C. G. A. N. S.).

(5) When orders require temporary duty of short duration at a number of places and travel from place to place between such temporary duty, it is considered as continuous travel for the entire period of absence from the permanent station (10 Comp. Gen. 443).

(6) **Repeated travel within the United States.**—(*a*) When additional duties are assigned an officer requiring repeated travel from his permanent duty station to other points in the vicinity, actual expenses are allowed instead of mileage, unless mileage is specifically authorized in his orders.

(*b*) There must be more than one journey (Comp. Dec., June 7, 1907; A–5440, A–7625, A–8310, March 25, 1925, art. 2501–4 D. C. G. A. N. S.).

(*c*) Orders must direct that actual and necessary expenses only be allowed.

(*d*) Travel must not be solely between place of duty and place of lodging (Comp. Gen. A–10154, July 29, 1925, art. 25014 D. C. G. A. N. S.).

(7) **By automobile.**—When directed to travel by other than Government transportation, officers may elect to proceed by commercial or privately owned conveyance. If travel is by private conveyance reimbursement will be at the special mileage rate stated in subparagraph (8) (*b*) (37 U. S. C. 20a). The mileage is in lieu of gasoline, oil, and garage rent, and does not cover subsistence (12 Comp. Gen. 423; and MS–Comp. Gen. A–35049, February 13, 1931). Reimbursement for actual and necessary expenses or per diem will be allowed for the length of time that would have been required had the travel been on Government transportation requests over the shortest usually traveled route. This special allowance for travel by automobile does not apply when the officer traveling is in a mileage status.

(8) **Amounts allowed.**—(*a*) Actual cost of transportation including Pullman.

(*b*) If by private conveyance, 3 cents per mile computed over the shortest usually traveled route as shown in Official Mileage Tables.

(*c*) Expenses actually incurred. (See art. 24–123.) Not in excess of $7 a day; or

(*d*) Per diem allowance of $6 a day, if authorized in orders (2 Comp. Gen. 72).

(*e*) See article 24–123 for items allowed.

## 24-119

(1) **Travel by Government aircraft and when ordered or authorized to travel by commercial aircraft.**—Actual and necessary expenses not to exceed $8 per day, or a per diem allowance of $6 per day for traveling expenses (which includes subsistence and all personal expenses in connection with travel) are allowed for travel in Government-owned or commercial airplanes under competent orders directing or authorizing such travel (37 U. S. C. 20; 49 U. S. C. 424; 8 Comp. Gen. 225; 18 Comp. Gen. 257 and 450).

(2) **Continuous journey required.**—The travel must be a continuous journey by air. This means any journey in an aircraft from and return to the place of initial departure or to other final destination specified in orders which requires one or more landings. A stop, not due to "necessary delay" in any locality may not exceed 72 hours, except that when the orders state that the duties assigned en route are exceptional and will probably require more than 72 hours for performance, a delay of 15 days may be authorized (Comp. Gen. 5569, October 17, 1923, art. 2501-5 D. C. G. A. N. S.; MS-A-39742, August 17, 1937). Commencement of the journey will be the actual time of embarkation in aircraft and its termination the actual time of debarkation at a final destination.

(3) Travel status ends on arrival at en route station if the delay (other than necessary delay) exceeds 72 hours or a greater delay not in excess of 15 days authorized in orders. A travel status so terminated does not again revive until commencement of travel thereafter.

(4) A necessary delay during a continuous travel by air is a delay incident to unfavorable weather conditions, or because of necessary repairs to aerial equipment. When delay is due to the illness or injury of a pilot, it is a necessary delay for all those traveling by the airplane except the pilot (Comp. Gen. A-29270, November 5, 1929, art. 2501-5 D. C. G. A. N. S.).

(5) **Aerial survey travel.**—(*a*) A per diem of $7 is allowed for the actual time consumed while traveling by air in connection with aerial surveys of rivers, harbors, or other Governmental projects. A per diem of $6 is allowed for actual time consumed in making such aerial surveys. Payment is to be made from the appropriations for the project for which the survey is being made. Only one of these per diem allowances will be paid for any one day (34 U. S. C. 893).

(*b*) The personnel must be specifically assigned to the performance of aerial survey duty; the duty must be on projects other than those pertaining to the Naval or military services proper; and the projects must be duly authorized (4 Comp. Gen. 853).

(*c*) Travel time begins with the date the permanent station is left, and ends with the day of return to the permanent station.

(*d*) The $7 per diem allowance is payable for the time consumed in aerial travel from the permanent station to the basing point or locality of the survey, for return aerial travel on completion thereof, and for any ordered air travel in connection with the survey. It is not payable when the permanent station is used as a base during the survey.

(*e*) The $6 per diem is payable for time in making the survey when operating from a base other than the permanent station. If other than air travel is performed the $6 per diem will also be paid for the entire period of such travel, and transportation in kind will be furnished. If it is impracticable to furnish transportation in kind, reimbursement will be made for what it would have cost the Government to furnish such transportation.

(6) **Travel partly by air and partly by rail.**—Reimbursement for the portion of the journey by land will be made in accordance with paragraphs 24-116 or 24-118 (8) (*b*), as applicable, and the portion by air in accordance with article 24-119 (1).

(7) See article 24-123 for items allowed.

### PREPARATION AND PAYMENT OF MILEAGE VOUCHERS

## 24-120

(1) **Computation of mileage in general.**—(*a*) DISTANCES OFFICIAL—SHORTEST ROUTE.—"* * * Hereafter the settlement of all traveling expense claims, where the payment of such is authorized by existing law, and the determination of distances and of what constitutes the shortest usually traveled route in the meaning of laws relating to traveling allowances, shall accord to such rules as the Secretary of the Navy may prescribe" (34 U. S. C. 894).

(*b*) ARMY DISTANCE TABLES.—"It is hereby directed in pursuance of the act of March 3, 1909, and after correspondence with the honorable the Secretary of War, that in the settlement of traveling allowances in the United States Marine Corps the determination of distances and of what constitutes the shortest usually traveled route shall conform to the information contained in the Army distances tables and amendments thereto in effect at the date of payment" (Sec. Navy, July 2, 1909). Distance between two points of travel is fixed absolutely by mileage tables prepared by the Chief of Finance, United States Army, under the direction of the Secretary of War, regardless of the actual distance (7 Comp. Dec. 301).

(*c*) Computation of mileage will be shown in detail on the mileage voucher (Standard Form 1071), giving the distance from point to point and stating how it was obtained, if not from the Official Mileage Tables.

(*d*) Mileage is based on the shortest usually traveled route between two points as regards distance, not time (21 Comp. Dec. 68).

(*e*) When doubt exists as to the distance traveled, the certificate of the officer, stating the route by which he traveled, with the distance thereof, and that it was the shortest usually traveled route, will be received as evidence.

(2) **Computation of mileage when transportation request has been issued.**—(*a*) TRAVEL BY DIRECT ROUTE.—Mileage will be computed as follows: The official distance as determined by the Official Mileage Tables will be multiplied by 8 cents per mile. From the result will be deducted the official distance multiplied by 3 cents per mile. The remainder will be the mileage due the officer.

(*b*) TRAVEL BY ROUTE EQUALIZED WITH OFFICIAL ROUTE.—Mileage will be computed in the same manner as for travel over the official route outlined in subparagraph (*a*) (7 Comp. Gen. 802).

(*c*) EXTENDED TRAVEL.—An officer performing extended travel, in a mileage status, may be paid mileage for that portion of the journey completed at time of payment.

(*d*) ON CHANGE OF STATION.—When new station is within the continental limits of the United States and extended travel is involved, mileage is payable only after reporting for duty thereat. When new station is beyond the continental limits of the United States, on completion of the land travel within the continental limits of the United States; except in latter case when an officer is on leave, mileage will not be paid until expiration of the leave.

(*e*) TRAVEL BY CIRCUITOUS ROUTE NOT EQUALIZED WITH THE OFFICIAL ROUTE.—Mileage will be computed as follows: The official distance as determined by the Official Mileage Tables will be multiplied by 8 cents per mile. From the result will be deducted the actual distance traveled multiplied by 3 cents per mile. From the remainder will be deducted the number of miles over land-grant railroad on the official route not included in the actual route traveled multiplied by 3 cents per mile. The remainder will be the mileage due the officer (7 Comp. Gen. 498 and 802 and A–38475, October 29, 1931, art. 2510–5 D. C. G. A. N. S.).

(*f*) STOP-OVER EN ROUTE.—When there has been a stop-over en route after mileage has been computed as outlined in subparagraph 1 (*a*), (*c*), or (*d*), there will be deducted the amount of the excess over what it would have cost the United States for unbroken travel (Comp. Gen. A–36990, July 18, 1931, art. 2510–3 D. C. G. A. N. S.).

(*g*) TRAVEL BY COMMERCIAL AIR LINE, MILEAGE BASIS.—Mileage will be computed as follows: The official distance as determined by the Official Mileage Tables will be multiplied by 8 cents per mile. From the result will be deducted the number of miles over land-grant railroad on the official route multiplied by 3 cents per mile. From the remainder will be deducted the actual cost to the Government of transportation furnished by commercial air line. The remainder, if any, will be the mileage due the officer. If the actual cost exceeds the mileage at 8 cents less land-grant at 3 cents, the excess will be collected from the officer (18 Comp. Gen. 450).

(*h*) TRAVEL BY WATER WITHIN THE UNITED STATES.—When water routes within the United States are competitive with rail routes and of substantially the same distance, and the cost to the Government does not exceed the cost to the Government for transportation via rail over the official distance as determined by the Official Mileage Tables, mileage will be computed in the same manner as for travel over the official route outlined in subparagraph (*g*). When the cost to the Government for the water transportation exceeds the cost via the official distance, the difference will also be deducted (Comp. Gen. A–36364, May 6, 1931, art. 2510–3 D. C. G. A. N. S.).

(*i*) TRAVEL BETWEEN EAST AND WEST COASTS VIA COMMERCIAL VESSEL.—Mileage will be computed as follows: The official distance as determined by the Official Mileage Tables between the points involved in the orders will be multiplied by 8 cents per mile. From the result will be deducted (1) land-grant miles included in such distance multiplied by 3 cents per mile, (2) number of miles of land travel actually furnished multiplied by 3 cents per mile, and (3) the actual cost of water transportation. The remainder is the mileage due the officer (Comp. Gen. A–29410, December 5, 1929, art. 2510–3 D. C. G. A. N. S.).

(3) **Computation of mileage when transportation requests have not been issued.**—(*a*) NO LAND-GRANT TRAVEL INVOLVED BETWEEN POINTS IN ORDERS.—Mileage will be computed at 8 cents per mile for the official distance as determined by the Official Mileage Tables.

(*b*) LAND-GRANT TRAVEL INCLUDED IN OFFICIAL DISTANCE BETWEEN POINTS DESIGNATED IN ORDERS.—Mileage will be computed as follows: The official distance as determined by the Official Mileage Tables will be multiplied by 8 cents per mile. From the result will be deducted the number of miles of land-grant travel included in such route multiplied by 3 cents per mile. The remainder will be the mileage due the officer (Comp. Gen. 5255, August 31, 1923, art 2510–4 D. C. G. A. N. S.).

(4) **Computation of mileage when transportation requests have been issued for part of the travel by direct route.**—Mileage will be computed as follows: The official distance as determined by the Official Mileage Tables from place of detachment to new duty station will be multiplied by 8 cents. From the result will be deducted the number of miles traveled on transportation request as determined from the Official Mileage Tables multiplied by 3 cents per mile. From the remainder will be deducted the number of miles over land-grant railroad on the official route not included in the actual route traveled multiplied by 3 cents per mile. The remainder will be the mileage due the officer (Comp. Gen. A–38475, October 29, 1931, art. 2510–5 D. C. G. A. N. S.).

## PREPARATION AND PAYMENT OF PER DIEM AND ACTUAL EXPENSE VOUCHERS

### 24–121

**Orders.**—See article 24–113.

## 24–122

(1) **Vouchers.**—Standard Form 1012 will be used.

(2) **Certificate in lieu of affidavit.**—When the claim covers travel of an officer, the affidavit on public voucher for reimbursement of travel and other expenses (Standard Form 1012) will be altered so as to become a certificate by striking out "do solemnly swear (or affirm)" and inserting "hereby certify" (15 Comp. Gen. 28).

(3) **Certificate when accompanied by dependents.**—Persons traveling on an actual-expense basis and accompanied by their dependents will certify on their vouchers that no part of any items claimed was expended for the traveling expenses of their dependents. When the expenses of dependents are intermingled with those of the traveler, only the pro rata share will be allowed the traveler.

## 24–123

(1) **Items for which reimbursement may be made.**—(*a*) Transportation expenses include railroad and steamship tickets, Pullman tickets, boat lodging, streetcar fare or taxi to and from railway station, wharf, or landing field, transfer and checking of baggage, and other similar expenses incident to travel.

(*b*) Subsistence expenses include room rentals, meals, tips at hotels, restaurants and on dining cars, streetcar fare other than to and from station or wharf, laundry, and other similar expenses.

(*c*) No claim will be allowed for expenses which considering the circumstances appear unreasonable or unnecessary or exceed the maximum allowances listed in the following subparagraphs:

1. *Specific items.*—*a.* There is a definite limitation on the reimbursement which may be secured on specific items under varying circumstances. These maximum allowances are set forth in the following subparagraphs.

*b.* Officer; maximum allowances within the continental limits of the United States:

| | |
|---|---|
| Stateroom for night, water travel, where stateroom is extra | (1) |
| Subsistence, covering meals, lodging, bath, and tips,[2] at meals and hotel, not to exceed per day | $7.00 |

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[1] When staterooms are not included in the ticket, such as in coastwise, bay, or river travel, the maximum allowances on the lines indicated are as follows:

| | *Minimum rate* |
|---|---|
| Baltimore Steam Packet Co. (outside stateroom) | $1.75 |
| Chesapeake Steamship Co. (outside stateroom) | 1.75 |
| Colonial Navigation Co. (stateroom) | 1.00 |
| Eastern Steamship Lines, New York-Boston Line (outside stateroom) | ---- |
| New England Steamship Co., Fall River Line (stateroom) | 1.00 |
| New England Steamship Co., New London Line (stateroom)<br>(At present boats of this line make trip from New York to New London during day and no stateroom necessary.) | 1.00 |
| New England Steamship Co., Providence Line (stateroom) | 1.00 |
| Norfolk & Washington Steamboat Co. (outside stateroom) | 1.75 |

When staterooms cannot be procured within this price limit, certificate to that effect shall be furnished to cover payment of larger amounts.

[2] Reimbursement will not be made for tips given in a State having antitipping laws prohibiting such tips. Tips to bar boys, bootblacks, and for similar services, are personal and will not be allowed.

| | |
|---|---|
| Tips[2] at hotel (including tips[3] at meals): | |
| Per day[3] | .70 |
| Per week at same hotel[3] | 3.50 |
| Meals on train or boat;[3] | |
| Breakfast | 1.75 |
| Midday meal | 1.75 |
| Dinner | 2.80 |
| Single meals not on train or boat, when absent from station less than a day: | |
| Breakfast | 1.75 |
| Midday meal | 1.25 |
| Dinner | 1.75 |
| Tips[2] at meals, each[3] | .20 |
| Tips[2] to porters (exclusive of meal tips) on train or boat: | |
| Per day | .70 |
| Trips less than 5 hours | .35 |
| Transfer, handling, and checking baggage | 1.75 |

Streetcar fare in connection with transportation.

Actual taxi fares from station or wharf to place of abode or business; or from place of abode or business to station or wharf; or between inspection points. Receipts will not be required.

Actual cost of expressage or other shipment charges and storage of official books, papers, or instruments.

Actual cost of excess baggage on articles included in officer's regular outfits and on Government property, and charged for at regular rates. [C. M. C. M. 2.]

*c.* Officer; maximum allowances in Alaska and outside continental limits of the United States:

| | |
|---|---|
| Hotel bill, including lodging, subsistence, bath, tips[2] at meals, and at hotel, per day | $7.00 |
| Single meals[3] | 1.75 |
| Tips[2] at hotels (including tips at meals):[3] | |
| Per day | 1.05 |
| Per week at one hotel | 4.90 |
| Tips at each meal | .20 |
| Tips to porters (exclusive of meal tips) on train or boat, per day | .70 |
| Trips less than 5 hours | .35 |
| Fees for sea travel:[4] For the duration of the voyage, including dates of embarkation and disembarkation: | |
| Trips of 10 days, or less, per day | 1.50 |

Trips of 11 to 20 days, $1.50 per day for the first 10 days, and $1 per day for each day in excess of 10 days.

Trips exceeding 20 days $1.50 per day for the first 10 days, $1 per day for second 10 days, and 50 cents per day for each day in exces sof 20 days.

Steamer chair and rug for duration of the voyage, including dates of sailing and arrival: Minimum commercial rates actually charged.

Actual cost of motor or other conveyances, to cover all details of reporting, etc., and arriving at place of abode.

Transfer of baggage: Actual expenses incurred for all transfers of baggage, and payment for all charges on baggage where such excess weight is caused only by article included in regular outfits.

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[2] Reimbursement will not be made for tips given in a State having antitipping laws prohibiting such tips. Tips to bar boys, bootblacks, and for similar services, are personal and will not be allowed.

[3] Provided limit of $7 per day for subsistence is not exceeded.

[4] Fees for sea travel must be supported by an itemized list for expenditures on account of tips. When dependents travel with the officer, a statement shall be furnished as to whether any part of the tips listed was paid in connection with the travel of such dependents and, if so, the amount thereof.

[C. M. C. M. 2 and 3.]

(2) **Time of departure or arrival as a factor.**—(*a*) PER DIEM BASIS.—The full per diem rate will be allowed for each fractional part of a day during which travel exists.

(*b*) ACTUAL EXPENSE BASIS.—1. Reimbursement will be made for:

Lodging if the hour of departure from duty station is before midnight, or the hour of arrival or return to duty station is after midnight.

Breakfast if the hour of departure is before 8 a. m. or the hour of arrival after 8 a. m.

Luncheon if the hour of departure is before 1 p. m. or hour of arrival after 1 p. m.

Dinner if the hour of departure is before 7 p. m. or hour of arrival after 6 p. m.

The time of arrival at and departure from a place will be considered as the hour at which the train, boat, or other conveyance used by the traveler actually leaves or arrives at its regular terminal.

2. In exceptional circumstances, reimbursements for cost of meals may be allowed when hours of departure or arrival are slightly different from those specified in paragraph (2) (*b*) 1. A full explanation of the circumstances must be given on the claim in each instance; and the meals must necessarily have been taken during absence from place of domicile or headquarters. The term "station" means the post of duty or municipality in which such post of duty is situated.

3. Reimbursement for subsistence is not allowed when the traveler is only temporarily absent on short trips into the territory adjacent to his official station between the hours of 8 a. m. and 6 p. m.

(3) **Claim for reimbursement.**—(*a*) PREPARATION OF CLAIM FOR REIMBURSEMENT ON PER DIEM BASIS.—Dates and hours of departure and arrival will be stated; also dates, hours, and places of arrival and departure at all stops. All necessary stops other than those authorized in orders shall be explained.

(*b*) PREPARATION OF CLAIM FOR REIMBURSEMENT FOR ACTUAL EXPENSES.—1. Expenditures will be itemized in chronological order. The following information will be stated on the claim:

Dates and hours of departure and arrival, or embarkation and debarkation.

Dates and hours of arrival and departure at all stops, authorized and unauthorized, with full explanation of unauthorized stops.

Place (town or en route), time, and date meals are eaten.

If automobile or carriage hire is included, the necessity therefor.

If telephone and telegraph are included, a certificate that such messages were official.

If there has been any delay en route, the necessity therefor.

If on repeated travel orders, the actual places at which official duty was performed.

The points between which taxicabs authorized under (1) (*b*) are used.

2. A certificate will be made on the claim that the amounts claimed have actually been expended.

3. Receipts will be attached covering hotel bills, Pullman, and similar items, officers' mess bills on Government vessels, and in the

case of enlisted men, meals and when they have been allowed to select their own route, transportation.

4. A day will be considered as beginning with breakfast and ending with lodging. The cost of lodging will be regarded as pertaining to the day in which the night began, even though obtained after midnight.

5. In the case of air travel, meals purchased prior to embarking and eaten in flight may be included and reimbursement will be made in accordance with the hours listed in paragraph (2) (*b*) 1.

6. In the case of travel abroad, opposite each item will be shown the amount in the currency of the country in which the expense was incurred and the equivalent in United States currency.

7. Expenses incurred during leave or delay for the traveler's own convenience will not be included.

8. Quarantine charges are a part of necessary traveling expenses and will be allowed (13 Comp. Gen. 369).

9. *Bridge tolls.*—Except when traveling by privately owned conveyance on a mileage basis. (See art. 16–191.)

10. The railroad and connections over which transportation is procured will be stated on the face of each voucher opposite the amount claimed for reimbursement of the cost of such transportation. When the transportation is procured upon Government request, the number of the transportation request and the railroad and connections will be stated on each voucher. Items for which no reimbursement is claimed will be shown in their proper chronological order.

11. *When travel has been by privately owned conveyance.*—*a.* A copy of the authority for leave or delay en route will be attached, unless such authority is included in the orders.

*b.* As payment is made on a mileage basis no receipts for transportation are required.

*c.* When travel is actually performed between remote places where the distances cannot be determined from official guides the claimant shall indicate the speedometer reading in support of the distances claimed.

*d.* Claims for the allowance of 3 cents per mile should be stated as follows:

"For allowance for transportation in privately owned conveyance from ---------------- to ----------------, ---- miles (O. T. D.)," the amount involved being extended in the column headed "Other expenses."

### MARINE CORPS RESERVE

### 24–124

(1) **Other than aviation cadets.**—(*a*) WHEN AND TO WHAT ENTITLED.—Commissioned, chief warrant, and warrant officers of the Marine Corps Reserve, including those on the honorary retired list, or who

may have been retired, when traveling under competent orders, on active duty or on training duty with pay or when employed in authorized travel to and from such duty, shall receive the same allowances for travel as provided by law for commissioned, chief warrant, and warrant officers of the Regular Marine Corps (34 U. S. C. 853a and e). [C. M. C. M. 2.]

(*b*) RELEASED FROM ACTIVE DUTY.—When an officer of the Marine Corps Reserve is ordered home, and, upon arrival, to assume an inactive status, payment of mileage from his duty station to his home will be effected prior to the officer's departure from the active duty station (sec. 3, Act of June 16, 1942, 56 Stat. 361). Unless the orders direct travel, payment of mileage therefor is not authorized (MS–Comp. Dec. Aug. 21, 1918; MS–Comp. Gen. 1476, May 5, 1922). (See art. 13–154 (3) (*b*), M. C. M.). [C. M. C. M. 3.]

(*c*) MILEAGE—ACTIVE DUTY—OFFICERS' RESERVE CORPS—"HOME" CONTEMPLATED BY STATUTE.—An officer of the Naval Reserve, upon release from active duty or training duty, with pay, is not entitled to mileage greater than that from his last duty station to his official residence of record in the Bureau of Naval Personnel at the time of entering on such duty (Comp. Gen. B–9915, May 9, 1940).

(2) **Aviation cadets.**—(*a*) Aviation cadets of the Naval Reserve while traveling under orders en route to active duty undergoing training, or when traveling under orders in the performance of active duty, or when traveling under orders en route to their homes or places of appointment for detachment from active duty undergoing training, are entitled, if travel is not by Government aircraft or is not beyond the continental limits of the United States, to transportation, and actual expenses or per diem in lieu of actual expenses, as authorized for midshipmen. If the travel is by Government aircraft or is beyond the continental limits of the United States, they are entitled to the same expenses as officers of the Regular Navy (34 U. S. C. 843). [C. M. C. M. 2.]

(*b*) Travel by private conveyance is allowed if authorized in advance, or if approved after travel is completed.

(*c*) AMOUNTS ALLOWED FOR TRAVEL OTHER THAN BY GOVERNMENT AIRCRAFT.—1. Actual cost to the Government of first-class transportation, including Pullman (through lower berth or parlor-car seats); or

(*d*) If by private conveyance 3 cents per mile computed over the shortest usually traveled route.

(*e*) Omitted. [C. M. C. M. 2.]

### MISCELLANEOUS

### 24–125

(1) **Civil employees—Via commercial lines.**—Regulations covering travel of civil employees are contained in Standardized Government

Travel Regulations procurable from the office of the Secretary of the Navy.

(2) **Escort for insane personnel.**—An officer on temporary duty in charge of transfer of 10 or more insane patients is not traveling without troops, and therefore is not entitled to mileage but is entitled to transportation, Pullman accommodations, and transfers (6 Comp. Gen. 240).

(3) **Witnesses.**—(*a*) IN CIVIL COURTS.—See article 16–20.

(*b*) IN INTEREST OF GOVERNMENT.—A naval officer is entitled to mileage and an enlisted man to transportation and expenses when ordered to perform travel to testify to facts officially ascertained by him (4 Comp. Gen. 1070), or in state courts (Comp. Gen., Oct. 9, 1925, art. 2507–5, D. C. G. A. N. S.), or when the Government is not a party but is interested in the case (MS–Comp. Gen., July 28, 1915), to be paid from Navy appropriations.

(*c*) BEFORE MILITARY COURTS.—Naval personnel required to attend as witnesses before courts martial are entitled to mileage or transportation as in any other case when traveling under orders regardless of whether it is an Army or Navy court (9 Comp. Gen. 282).

(*d*) Expenses may be paid from the place where the witness is actually residing and to which the summons is sent, even though such place is not his legal residence (27 Comp. Dec. 149).

(*e*) If absence from place of duty is required for only a portion of a day, no subsistence is authorized (Comp. Gen. A–14000, June 8, 1926, art. 2507–5, D. C. G. A. N. S.).

(4) **Escort for deceased personnel.**—(*a*) Transportation is authorized for an escort not to exceed one person to accompany the bodies of Naval personnel who die while in service, from or to place of death, to or from place of burial within the continental United States, and return ((34 U. S. C. 923); MS–Comp. Gen. A–24108, Sept. 19, 1928; MS–A–38287, Aug. 31, 1931; Dec. Comp. Gen. B–9374, Apr. 16, 1940). [C. M. C. M. 2.]

(*b*) The escort may be in the naval or military service, or a relative, friend, or other civilian (art. 1513 (5), N. R.).

(*c*) TRAVEL TO ATTEND FUNERAL.—No expenses for travel to attend the funeral of a naval officer will be allowed except that of the escort authorized in article 16–29.

### RETIRED OFFICERS

## 24–131

(1) **Law providing.**—"That hereafter commissioned officers of the Marine Corps shall be * * * retired and discharged * * * in like manner and with the same relative conditions in all respects as provided for commissioned officers of the line of the Navy, by existing law, or by laws hereafter enacted, except as may be necessary to adapt

the said provisions to the Marine Corps, or as herein otherwise provided: * * *" (34 U. S. C. 626a).

(2) **Effective date of retirement.**—(*a*) All transfers to the retired list by reason of nonselection for promotion and failure on professional examination for promotion shall be made on June 30 of the fiscal year in which retirement is effective (34 U. S. C. 404).

(*b*) The act of April 23, 1930, provides as follows: That hereafter retirement authorized by law of Federal personnel of whatever class, civil, military, naval, judicial, legislative, or otherwise, and for whatever cause retired, shall take effect on the first day of the month following the month in which said retirement would otherwise be effective, and said first day of the month for retirements hereafter made shall be for all purposes in lieu of such date for retirement as may now be authorized; except that the rate of active or retired pay or allowances shall be computed as of the date retirement would have occurred if this act had not been enacted. (See 9 Comp. Gen. 512.) All laws or parts of laws, insofar as in conflict herewith, are repealed (5 U. S. C. 47a).

## 24–132

(1) **Retired after June 30, 1922.**—"* * * That on and after July 1, 1922, retired officers and warrant officers shall have their retired pay, or equivalent pay, computed as now authorized by law on the basis of pay provided in this act, which pay shall include increases for all active duty performed since retirement in the computation of their longevity pay and pay periods: *Provided*, That nothing in this act shall operate to reduce the present pay of officers, warrant officers * * * now on the retired list, or officers, or warrant officers in an equivalent status of any of the services mentioned in the title of this act * * *" (Sec. 15, Act of June 16, 1942, 56 Stat. 367). [C. M. C. M. 3.]

(2) "The retired pay of officers and warrant officers of the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, who were retired on or before June 30, 1922, shall not be less than that provided for the officers and warrant officers of these services of equal rank and length of service retired subsequent to that date: *Provided*, That nothing in this act shall operate to reduce the pay of any officer or warrant officer now on the retired list" (37 U. S. C. 26a).

(3) On and after February 6, 1942, no money allowances for subsistence and rental of quarters shall accrue to any officer of the Navy or Marine Corps on the retired list for any period during which any such officer is not employed on active duty (Act of Feb. 6, 1942, 56 Stat. 48). [C. M. C. M. 3.]

## 24–133

(1) **Pay, general.**—The pay of all officers retired from active service, for any of the following causes, shall, when not on active duty, be equal to 75 per centum of the pay provided by law for the grade or rank which they held, respectively, at the time of their retirement.

(*a*) For age, 64 years (34 U. S. C. 384).

(*b*) Upon own application after 40 years' service (34 U. S. C. 381).

(*c*) For physical disability due to incident of service (34 U. S. C. 417).

(*d*) For failure on physical examination for promotion. (See par. (5).)

(*e*) For nonselection for promotion if specially commended for performance of duty in actual combat by the head of the executive department under whose jurisdiction such duty was performed.

(2) **Own application after 30 years' service.**—When an officer has been 30 years in the service, he may, upon his own application, in the discretion of the President, be retired from active service and placed upon the retired list with three-fourths of the highest pay of his grade (34 U. S. C. 383).

(3) **Own application with 20 years' service.**—When officers of the line of the Navy, other than commissioned warrant officers, have completed 20 years' commissioned service, they may at any time thereafter, upon their own application, in the discretion of the President, be retired from active service and placed upon the retired list with retired pay computed at the rate of 2½ per centum of their active duty pay at the time of retirement, multiplied by the number of years of service for which entitled to credit in the computation of their pay on the active list, not to exceed a total of 75 per centum of said active-duty pay. A fractional year of 6 months or more shall be considered a full year in computing the number of years service by which the rate of 2½ per centum is multiplied (34 U. S. C. 404e).

(4) **Failure on professional examination for promotion.**—Officers who fail on the professional examination for promotion shall be honorably discharged with 1 year's pay if of less than 20 years' service; if of over 20 years' service they shall be retired on June 30 of the fiscal year in which they so failed with retired pay computed as provided in paragraph (3) above (34 U. S. C. 404i).

(5) **Failure on physical examination for promotion.**—Officers on a promotion list who fail to pass the required physical examination for promotion and who are found incapacitated for service by reason of physical disability contracted in the line of duty shall be retired in the rank for which they were selected, or adjudged fitted, with retired pay at the rate of 75 per centum of the active-duty pay of the grade to which selected or adjudged fitted (34 U. S. C. 404h).

(6) **Second lieutenant, failure on physical examination for promotion.**—If an officer of the grade of second lieutenant shall fail in his physical

examination for promotion and be found incapacitated for service by reason of physical disability contracted in the line of duty, he shall be retired with 75 per centum of the pay of the rank to which his seniority entitled him to be promoted (34 U. S. C. 390, 417, 626a: Comp. Gen. A–83384, dated February 11, 1937). [C. M. C. M. 2.]

### LONGEVITY

### 24–134

"Hereafter, except in case of officers retired on account of wounds received in battle, no officer now on the retired list shall be allowed or paid any further increase of longevity pay, and officers hereafter retired, except as herein provided, shall not be allowed or paid any further increase of longevity above that which has accrued at date of their retirement" (10 U. S. C. 686).

### 24–135

**Pay periods.**—Although retired pay may be increased by longevity under the act of March 2, 1903, retired officers may not advance to a higher pay period, unless by reason of assignment to active duty (10 U. S. C. 686).

### 24–136

**Active-duty pay.**—An officer placed upon the retired list for any cause is not thereafter entitled to active-duty pay unless specifically assigned to active duty by order of the Secretary of the Navy.

### 24–137

**Deduction for hospital fund.**—Deduction at the rate of 20 cents per month shall be made for the naval hospital fund in the case of retired officers.

### 24–138

(1) **Settlement of accounts when retired.**—When an officer is placed on the retired list his accounts will be settled to include the date prior to date of retirement, and unless retained on active duty will at once be transferred (using the regular transfer pay account accompanied by two copies of the orders, with all endorsements, placing the officer on the retired list) to the Paymaster.

(2) The Paymaster will upon receipt of the transfer pay account, prepare Form NMC–769 (Account card, retired list) in duplicate, retain one copy and forward the other, accompanied by a copy of the order (with all endorsements) placing the officer on the retired list, to the General Accounting Office.

## 24–139

(1) Payments to retired officers not on active duty will be made by check monthly, or semimonthly, if any so desire, by the Paymaster. Retired officers must at all times keep the Paymaster advised of their addresses. Checks in payment of retired pay will be mailed on the fifteenth and thirtieth days of the month. When these dates fall on Sundays or holidays checks will be mailed on the next succeeding working day.

(2) **Personnel residing or traveling in foreign countries** where the ordinary methods of payment cannot apply, must themselves bear the delay, inconvenience, and expense which may be caused thereby, and must evidence to the disbursing officer carrying their accounts the fact of their right to pay by letter or certificate signed on or after the last day of the period for which payment is desired. In every case where payment is authorized to be made to any other than the payee, direct, the payee or his guardian or committee must evidence to the disbursing officer carrying his accounts the fact of his right to pay. The evidence of the right to pay will be in the form of a letter or certificate signed by the payee or his guardian or committee on or after the last day of the period for which payment is desired. Where persons are confined in an institution for the insane, the report may be obtained from the superintendent of the institution.

## 24–140

(1) **The accounts** of all retired officers not on active duty will be abstracted on the approved form and will be stated in one sum. [C. M. C. M. 3.]

(2) Where a retired officer is afterwards placed on active duty, the account card will temporarily be closed and his account regularly transferred to the disbursing officer who is to make settlement with him while on active duty. When relieved from active duty the account will be closed (to include the date of relief from active duty) and again transferred to the Paymaster, accompanied by duplicate copies of the order (with all endorsements) of relief from active duty.

## 24–141

**A summons to a retired officer** to attend as a witness before a general court-martial does not place him on active duty (5 Comp. Dec. 244).

## 24–142

**The retired pay of an inmate of a hospital** is not a "pension" within the meaning of the Act of March 4, 1898 (24 U. S. C. 6); therefore it should not be paid to the Secretary of the Navy for the benefit of the hospital of which he is an inmate (12 Comp. Dec. 407).

## 24–143

An officer who by authority of a private Act is placed on the retired list with higher rank from a prior date is entitled to the retired pay provided from the date of his taking rank on the retired list less any pay he has received during the period, but without the deduction of any allowances that he may have received while on active duty (17 Comp. Dec. 919).

## 24–144

(1) **Holding civil position.**—Under the Act of July 31, 1894 (28 Stat. 205), a retired officer of the Marine Corps who receives a retired pay in excess of $2,500 per annum is not eligible for appointment to a position as civilian employee of the Government, whether the position be specifically appropriated for by statute or generally authorized under a lump-sum appropriation (26 Comp. Dec. 49).

(2) The Act of May 31, 1924 (5 U. S. C. 62), provides "That section 2 of the legislative, executive, and judicial appropriation act, approved July 31, 1894, is amended, by adding at the end thereof, a new sentence to read as follows: 'Retired enlisted men of the Army, Navy, Marine Corps, or Coast Guard, retired for any cause, and retired officers of the Army, Navy, Marine Corps, or Coast Guard, who have been retired for injuries received in battle or for injuries or incapacity incurred in line of duty shall not, within the meaning of this section, be construed to hold or to have held an office during such retirement.' "

(3) Section 212 of the Act approved June 30, 1932 (5 U. S. C. 59a), provides:

(*a*) After the date of the enactment of this Act, no person holding a civilian office or position, appointive or elective, under the United States Government or the municipal government of the District of Columbia or under any corporation, the majority of the stock of which is owned by the United States, shall be entitled, during the period of such incumbency, to retired pay from the United States for or on account of services as a commissioned officer in any of the services mentioned in the Pay Adjustment Act of 1922 (U. S. C., title 37), at a rate in excess of an amount which when combined with the annual rate of compensation from such civilian office or position, makes the total rate from both sources more than $3,000; and when the retired pay amounts to or exceeds the rate of $3,000 per annum such person shall be entitled to the pay of the civilian office or position or the retired pay, whichever he may elect. As used in this section, the term "retired pay" shall be construed to include credits for all service that lawfully may enter into the computation thereof.

(*b*) This section shall not apply to any person whose retired pay plus civilian pay amounts to less than $3,000: *Provided*, That this section shall not apply to regular or emergency commissioned officers retired for disability incurred in combat with an enemy of the United States (12 Comp. Gen. 37; 19 Comp. Gen. 191; 5 U. S. C. 59a).

### 24–145

**Oath not required.**—An officer placed on the retired list by special Act of Congress is entitled to pay from the date of approval by the President; therefore no oath and acceptance is necessary in his case (Comp. Gen. A. D. 6951, Aug. 11, 1922).

## RETIRED OFFICERS ON ACTIVE DUTY

### 24–146

**Promotion.**—"* * * Active duty performed after June 30, 1922, by an officer on the retired list or its equivalent, shall not entitle such officer to promotion * * *" (37 U. S. C. 26).

### 24–147

(1) **Pay.**—Retired commissioned, commissioned warrant, and warrant officers shall, when on active duty, receive full pay and allowances of the grade or rank in which they serve on such active duty and, when on active duty status, shall have the same pay and allowance rights while on leave of absence or sick as officers on the active list, and, if death occurs when on active duty status, while on leave of absence or sick, their dependents shall not thereby be deprived of the benefits provided in the Act approved June 4, 1920, as amended (sec. 15, Act of June 16, 1942, 56 Stat. 367). [C. M. C. M. 3.]

(2) (*a*) All retired officers and warrant officers are entitled, when recalled to active duty at any time, to "full pay." Full pay is the pay prescribed by the Act of June 16, 1942, whether retired prior to or after June 30, 1922. Full pay in the case of a chief warrant officer retired upon his own application after completion of 30 years' service under the Act of May 13, 1908, and entitled to retired pay based on the highest pay of his grade, is the active duty pay and allowances prescribed for a chief warrant officer of the same length of service for pay purposes on the active list (Comp. Gen. A–67898, Aug. 11, 1936, and 21 Comp. Gen. 173). [C. M. C. M. 2 and 3.]

(*b*) All commissioned officers on the retired list shall, when on active duty, receive full pay and allowances of the rank or grade in which they serve on such active duty: *Provided*, That this shall not operate to reduce the pay and allowances of such retired officers while on active duty (Public Law 340, 77th Congress, approved Dec. 15, 1941). [C. M. C. M. 3.]

(*c*) Where an officer was on the retired list June 30, 1922 and receiving pay under the Act of May 11, 1908, and section 1262, R. S. (see art. 24–134), and that pay is higher than that provided in the Act of June 16, 1942, section 19 of the Act saves the officer's right to both active and retired pay on the basis of the pay laws in effect on May 31, 1942. The allowances to which an officer is entitled who is receiving saved pay are the allowances prescribed by sections 5 and 6 of the Act of June 16, 1942, for his rank and length of service on May 31, 1942 (19 Comp. Gen. 573; 71 Ct. Cls. 432; 60 Ct. Cls. 829). [C. M. C. M. 3.]

(3) Officers retired with retired pay at the rate of 2½ per centum of the active duty pay received by them at the time of retirement multiplied by the number of years for which entitled to credit for the computation of their pay on the active list are entitled to count active duty performed subsequent to the date of their retirement for the purpose of computing percentage increases in their retired pay. These increases shall be at the rate of 2½ per centum of their active duty pay for each year of active duty and the fractional year of 6 months or more shall be considered a full year in computing the number of years provided that the increased retired pay shall in no case exceed 75 per centum of the active duty pay as authorized by existing law. No back pay or allowances shall accrue prior to June 25, 1941 (Act of June 25, 1941, Pub. No. 132, 77th Cong.). [C. M. C. M. 2.]

(4) Retired officers recalled to active duty are entitled to the allowances provided by law for officers of the same grade or rank on the active list of the Marine Corps. (See par. (2) (*c*), above.) [C. M. C. M. 2.]

(5) The limitation of total pay and allowances mentioned in the last paragraph of section 8 of the Act of June 16, 1942 (see art. 24–12 (2)), applies equally to those commissioned warrant officers on the retired list when on active duty (2 Comp. Gen. 139 and 153). [C. M. C. M. 3.]

## 24–148

(1) **Accounts.**—Retired officers when assigned to active duty will furnish the Paymaster with two certified copies of their orders with all endorsements (showing date of receipt, date of departure from domicile, and date of reporting for duty) in order that their accounts may be transferred to the disbursing officer who is to make settlement with them while on active duty. They will also furnish the disbursing officer who is to pay them while on active duty with four certified copies of their orders (with all endorsements) for use in connection with payment of active-duty pay and mileage.

(2) The accounts of retired officers on active duty will be submitted on the prescribed vouchers, and settlements will be made by the paymaster carrying the accounts of other officers at the station where they are serving as in the case of officers on the active list.

(3) [Omitted. C. M. C. M. 3.]

## 24–149

(1) **When entitled to pay.**—The active-duty pay of a retired officer on duty as a member of a general court martial continues to and including the date such officer receives notice from proper authority of the dissolution of the court martial (Comp. Dec., June 9, 1906).

(2) Active pay ceases on date of actual relief from detail. The travel home is performed after termination of active duty.

(3) Retired and Reserve officers of the Navy and Marine Corps ordered to active duty contingent on physical qualification therefor, and who are found physically qualified, and report for duty under such orders, are entitled to active duty pay and allowances and mileage for the time and distance actually required to perform the necessary travel by the shortest usually traveled route from their homes to place of active duty, via the place of physical examination, and for the time actually required in undergoing the physical examination: *Provided*, That such personnel examined and found not physically qualified for active duty and who return to the place designated in their orders shal be entitled only to mileage from their homes to place of physical examination and return (Act of Oct. 30, 1941 (55 Stat. 758)). [C. M. C. M. 3.]

## 24–150 to 25–0

## CHAPTER 25

# PAY AND ALLOWANCES OF ENLISTED MEN

### GENERAL PROVISIONS

### 25–1

(1) Monthly rates of pay of enlisted men of the Marine Corps, effective June 1, 1942:

[Sec. 9, Act of June 16, 1942]

| | Under 3 years' service | Over 3 years' service | Over 6 years' service | Over 9 years' service | Over 12 years' service | Over 15 years' service | Over 18 years' service | Over 21 years' service | Over 24 years' service | Over 27 years' service | Over 30 years' service |
|---|---|---|---|---|---|---|---|---|---|---|---|
| First grade: | | | | | | | | | | | |
| Sergeant major<br>First sergeant<br>Master gunnery sergeant<br>Master technical sergeant<br>Quartermaster sergeant<br>Paymaster sergeant<br>Master steward<br>Master cook | $138.00 | $144.90 | $151.80 | $158.70 | $165.60 | $172.50 | $179.40 | $186.30 | $193.20 | $200.10 | $207.00 |
| Second grade: | | | | | | | | | | | |
| Gunnery sergeant<br>Technical sergeant<br>Drum major<br>Supply sergeant<br>Steward, 1st class<br>Cook, 1st class | 114.00 | 119.70 | 125.40 | 131.10 | 136.80 | 142.50 | 148.20 | 153.90 | 159.60 | 165.30 | 171.00 |
| Third grade: | | | | | | | | | | | |
| Platoon sergeant<br>Staff sergeant<br>Steward, 2d class<br>Cook, 2d class | 96.00 | 100.80 | 105.60 | 110.40 | 115.20 | 120.00 | 124.80 | 129.60 | 134.40 | 139.20 | 144.00 |
| Fourth grade: | | | | | | | | | | | |
| Sergeant<br>Mess sergeant<br>Chief cook<br>Field music sergeant<br>Steward, 3d class<br>Cook, 3d class | 78.00 | 81.90 | 85.80 | 89.70 | 93.60 | 97.50 | 101.40 | 105.30 | 109.20 | 113.10 | 117.00 |
| Fifth grade: | | | | | | | | | | | |
| Corporal<br>Field cook<br>Field music corporal<br>Steward's assistant, 1st class | 66.00 | 69.30 | 72.60 | 75.90 | 79.20 | 82.50 | 85.80 | 89.10 | 92.40 | 95.70 | 99.00 |
| Sixth grade: | | | | | | | | | | | |
| Private first class<br>Assistant cook<br>Field music first class<br>Steward's assistant, 2d class | 54.00 | 56.70 | 59.40 | 62.10 | 64.80 | 67.50 | 70.20 | 72.90 | 75.60 | 78.30 | 81.00 |
| Seventh grade: | | | | | | | | | | | |
| Private<br>Field music<br>Steward's assistant, 3d class | 50.00 | 52.50 | 55.00 | 57.50 | 60.00 | 62.50 | 65.00 | 67.50 | 70.00 | 72.50 | 75.00 |

(2) Omitted. [C. M. C. M. 3.]
(3) Omitted. [C. M. C. M. 3.]
(4) Omitted. [C. M. C. M. 3.]

### 25–2

The date from which an enlisted man is entitled to pay is the date of the final act which completes the enlistment contract and changes his status from that of a civilian to that of a soldier. Said final act is almost invariably the taking of the oath of allegiance.

### 25–3

**Missing in action.**—See article 24–62.

### 25–4

**Prisoners of war.**—See article 24–63.

### 25–5

(1) **In hands of civil authorities.**—Pay and allowances due a soldier at date he was withdrawn from service by civil authorities cannot be disallowed because of conviction of crime by such authority (Digest 2 Comp. Dec., March 15, 1879; 9 Comp. Dec. 249).

(2) A soldier arrested and convicted by civil authorities while on furlough is entitled to pay until expiration of said furlough (9 Comp. Dec. 253).

(3) An enlisted man arrested by civil authorities, admitted to bail, and his trial indefinitely postponed, it being apparently not the intention of the authorities to prosecute the case, is entitled to pay from the date of his arrest (10 Comp. Dec. 490).

(4) Where an enlisted man of the Army in the hands of the civil authorities was released without trial upon his agreement to make reparation for the offense for which he had been committed, he is not entitled to pay for the period he was absent in the hands of the civil authorities (7 Comp. Gen. 496).

### 25–6

(1) **Release before formal discharge.**—Where actions of an enlisted man released from active duty in the Marine Corps without a formal discharge are such as to clearly indicate that he considered himself under no further obligation to render service under his contract of enlistment, such as the acceptance of civilian employment incompatible with military service, no pay accrues subsequent to the release, the formal discharge at a later date to be considered as granted for the purpose of an actual record or evidence of the release previously given and retroactive from the date of release (27 Comp. Dec. 784).

(2) An enlisted man of the Army may not, in the absence of specific statutory authority, during the period of his enlistment, be employed in another capacity under the Government and receive pay therefor, other than the pay and allowances that accrue to him by reason of his enlisted status (3 Comp. Gen. 40).

## 25–7

**Pay,** one-fourth additional, of enlisted men detained at expiration of enlistment. (See art. 2144, Bu. S. & A. Manual.)

### COURTS MARTIAL

## 25–10

(1) Enlisted men awaiting trial by court martial may be paid, on or before date of commencement of trial, upon approval of the commanding officer, such money as may be due them. Between date of commencement of trial and date of approval or disapproval of sentence no payment shall be made.

(2) In cases where from the nature of any offense it appears that a loss to the Government may be involved, payment under the provisions of the preceding paragraph is not authorized.

(3) In all cases, prior to payment, the commanding officer shall certify to the disbursing officer that, "There is no pecuniary loss to the Government involved."

## 25–11

"No sentence of a summary court martial shall be carried into execution until the proceedings and sentence have been approved by the officer ordering the court, or his successor in office, and by his immediate superior in command: *Provided*, That if the officer ordering the court, or his successor in office, be the senior officer present, such sentence may be carried into execution upon his approval thereof" (Act of August 29, 1916, A. G. N. 32, 34 U. S. C. 1200).

## 25–12

Commanding officers of marines at shore stations, and other officers in command of detachments keeping and rendering pay rolls, will note, over their signatures, on the records of summary courts martial and deck courts, that the loss of pay in the particular case, if any has been adjudged and approved, will be checked in accordance with the terms of the sentence, and has been noted in the service record book.

## 25–13

The following vouchers are required to be furnished the disbursing officer of a naval prison by the disbursing officer transferring general-court-martial prisoners' pay accounts:

(*a*) Detailed statement of account (in duplicate) covering the period from date of arrest to date prior to approval of sentence.

(*b*) Transfer pay account (in triplicate) with original and copy of statement of clothing account (Form NMC–146) and deposit book, if the latter is available.

(*c*) Duplicate certified copies of the sentence.

### 25–14

Court-martial prisoners are not entitled to pay after expiration of enlistment (9 Comp. Dec. 249).

### 25–15

When a general-court-martial prisoner is placed upon probation, his sentence ceases to operate for such period of release from confinement and conditional restoration to duty, and he is entitled to be paid the pay of his rating less any indebtedness due the United States.

### 25–16

When the sentence of confinement or forfeiture is in excess of the legal limit, the part within the limit is legal and may be executed.

### 25–17

An enlisted man was sentenced to loss of pay by summary court martial and his account checked. He was soon discharged and with balance overpaid, as accumulated pay was not sufficient to equal the forfeiture. Later he reenlisted. It is decided that it is not proper to check his pay (under the reenlistment) with this balance overpaid from preceding enlistment, as the forfeiture was of pay under the preceding enlistment and could operate only on pay under that enlistment. An extension of enlistment, however, which becomes effective within the period of a court-martial sentence, does not operate to remit such sentence (6 Comp. Gen. 221).

### 25–18

Where the sentence of a court martial is set aside or modified by the Secretary of the Navy, the man shall have restored to him the pay and allowances to which he would have been entitled had sentence not been passed upon him or had sentence been passed in the form as finally approved by the Secretary of the Navy (5 Comp. Gen. 324).

### 25–19

Where a sentence of dishonorable discharge with forfeiture of all pay and allowances provides that a certain amount shall be paid on release from confinement, the remission of the dishonorable discharge would not prohibit the payment of the amount on release from confinement, such amount having never been forfeited by the sentence; but if the sentence provided that the amount be paid on dishonorable discharge, the dishonorable discharge having been remitted, no payment could be made (15 Comp. Dec. 126).

## 25-20

When an enlisted man is restored to duty from a court-martial sentence involving confinement (his enlistment not having expired) he should be credited with full pay from and including the date of release from confinement and restoration to duty, except in the case of necessary short detention incident to his discharge.

## 25-21

(1) **Loss of pay in terms of dollars.**—Sections 446 and 678, Naval Courts and Boards 1937, provides that under certain conditions the loss of pay adjudged by sentence of a court martial shall be expressed in terms of dollars per month for a specified period.

(2) The purpose of a sentence so worded is to reduce the monthly rate of pay of the man concerned by the amount and for the length of time specified in the approved sentence. Such a sentence is effective on pay accruing on and after date of approval, and such proportionate part of the monthly pay as may be specified in the approved sentence as subject to forfeiture shall be applied, from the date of approval, to meet the terms of the sentence, except that in cases where there are two or more sentences involving loss of pay the total amount of the first sentence will be completely deducted under the terms of the sentence, and deductions under sentences subsequently approved will then be made in the order in which approved, all deductions under one sentence to be completed before commencing deductions under a subsequent sentence. Therefore, beginning with the date of approval of the sentence a fractional part of each day's pay shall be applied to satisfy the sentence until the entire amount adjudged has been checked or the man is separated from the service. In the event that the man is in a nonpay status for any period the proportionate part of the sentence shall continue to be withheld even though no pay accrues. The fact that a man is in a nonpay status due to absence, misconduct, etc., will operate to reduce the amount available to the man, over and above the monthly sum to be forfeited, instead of reducing the amount to be applied under the terms of the sentence.

(3) A man who is declared a deserter with a court-martial sentence remaining unliquidated, and is subsequently returned to naval jurisdiction, shall not be checked loss of pay on account of court-martial sentence during the period he is in desertion, even though the mark of desertion is removed and charge changed to unauthorized absence. The provisions of the sentence will continue in effect, from the date he returns to naval control, until the total loss of pay adjudged has been liquidated, or the man is separated from the service.

## 25–22

Any money due and unpaid on the day preceding that on which the sentence is approved, and also pay due subsequent thereto and not forfeited by the sentence, may be used to offset charges of allotments for insurance premiums, other allotments, clothing issues, or it may be paid the man in the same manner as to other members of the command. An allotment payable to the Veterans' Administration for premiums on insurance will not be stopped by virtue of checkage of loss of pay under court-martial sentence, and such allotment shall take precedence over any loss of pay imposed by a court-martial sentence. In addition, each man shall also be permitted to draw $5 per month for necessary expenses irrespective of court-martial sentence involving loss of pay.

## 25–23

**Termination of probation.**—Where a court-martial sentence imposing a term of imprisonment on an enlisted man of the Navy is mitigated by the Secretary of the Navy and the unexecuted portion thereof remitted on condition that during a period of one year his conduct is such as to justify his retention in the service, otherwise at the discretion of his commanding officer to be reconfined in a naval prison to serve out the unexecuted portion of his sentence, the failure of the man to properly conduct himself does not automatically terminate the probation and his right to pay, but he is entitled to pay until actually reconfined in a naval prison by order of his commanding officer (27 Comp. Dec. 596).

## 25–24

An enlisted man of the Navy discharged with a bad-conduct discharge pursuant to court-martial sentence is out of the service and the subsequent disapproval by the Secretary of the Navy of the court-martial proceedings, finding, and sentence does not operate to entitle him to pay subsequent to such separation (1 Comp. Gen. 293 and 609).

## 25–25

Any unliquidated portions of loss of pay under prior sentences of deck courts or summary courts martial are automatically remitted upon approval of a sentence of a general court martial involving confinement in a naval prison, with loss of pay as provided in this section. However, where sentences of general courts martial involving such confinement and loss of pay are, after approval by the convening authority, disapproved, wholly remitted or set aside by the Navy Department, or a naval prison is not designated as the place of confinement, such action will automatically nullify ab initio the remission of loss of pay provided for in the preceding sentence (Sec. 622 (24) N. C. & B.).

## GENERAL COURT-MARTIAL PRISONERS

## 25–26

(1) **Activities to which instructions apply.**—(*a*) The following locations have been designated by the Secretary of the Navy for the confinement of naval prisoners:

Naval Prison, Portsmouth, N. H.
Naval Prison, Mare Island, Calif.
Naval Prison, Cavite, P. I.
Receiving Ship, New York.
Receiving Station, Philadelphia.
Receiving Station, Navy Yard, Washington, D. C.
Receiving Station, Norfolk.
Naval Air Station, Pensacola.
Receiving Ship, San Francisco.
Receiving Station, Puget Sound.
Receiving Ship, Cavite, P. I.
Marine Corps Base, San Diego.
Marine Barracks, Quantico.
Marine Barracks, Parris Island, S. C.

(*b*) When the Secretary of the Navy, in taking final action upon the sentence of a general court martial in any case involving confinement, directs that the period of confinement adjudged to be served at a place which has not been regularly designated for the confinement of naval prisoners, such place is considered by the Navy Department as a naval prison in the particular case and the accounts of the general-court-martial prisoner concerned shall be handled in accordance with the following instructions.

(*c*) All charges arising at the prison, of whatever nature, made against the account of a prisoner shall be under written authority of the commanding officer in the manner specified in this article.

(2) In the case of a prisoner whose sentence was approved on or after May 1, 1940, under the provisions of sec. 622, note 24, Naval Courts and Boards, pay accruing subsequent to conviction (and allowances in the case of an enlisted man of the Marine Corps sentenced to dishonorable or bad-conduct discharge) is forfeited, and no amount is exempt from forfeiture.

(3) (*a*) A certified copy of the approved sentence and a detailed statement of pay account covering the period from the date of offense (or a prior date when necessary to show the details of checkages, etc.) to the day prior to the date of approval of the sentence will be filed as pay-roll vouchers with the pay roll on which the account is first taken up. The pay accounts of prisoners will be credited with accrued pay during the entire period of confinement or until date of expiration of enlistment if the period of confinement extends beyond that date. If the pay account has been closed on a date other than the day prior to the effective date of the sentence, the disbursing officer carrying the account will make any adjustments

of pay necessary in order that the terms of the sentence may become operative from the effective date.

(*b*) Upon taking up the pay account of a prisoner which shows a balance due and unpaid on date of approval of sentence, such balance will be shown in the "Credit" column of the account. This balance may be augmented by adjustments of pay or allowances which accrued prior to conviction. It may be reduced by accomplishment of requests for checkage from other disbursing officers, or by authority of the Judge Advocate General as set forth in subparagraph (*i*).

(*c*) When an account is received which shows an overpayment on date of approval of sentence, the overpayment will be shown in the "Debit" column of the account. Credit will be made immediately in the "Credit" column to balance the account, such credit being charged to the appropriations or funds chargeable with the overpayment. The amount thus credited will be stated in the body of the pay account as an indebtedness, showing the appropriations or funds involved. This indebtedness will be liquidated if and when funds, except pay accruing subsequent to conviction and savings deposit plus interest, become available in the account.

(*d*) If the sentence provides for loss of pay, subject to the provisions of section 622, Naval Courts and Boards, such pay (after first deducting the hospital fund charge) will be checked on each current pay roll in the "Debit" column opposite a caption "Accrued pay F. & F."

(*e*) When checkage against such a prisoner's pay account, except as provided in paragraph (10), is requested by another disbursing officer, the checkage will be accomplished in the usual manner, provided the amount of the requested checkage is equal to or less than the amount available in the account (except pay which accrued subsequent to conviction and savings deposit plus interest). If the amount of the requested checkage is greater than the amount available in the account, checkage will be accomplished only to the extent of the amount available and the remainder will be stated in the body of the account as an indebtedness. In such cases the disbursing officer will change the notation "Checkage has been made as requested ____________" to read: "Checkage has been entered on the pay roll for collection ____________." If any credits (except pay which accrues subsequent to conviction and savings deposit plus interest) become available in the account, the amount of any indebtedness noted in the body of the account, or so much thereof as becomes available, will be checked.

(*f*) UNDRAWN CLOTHING.—The balance due the prisoner for undrawn clothing at date of approval of sentence will not be credited in the account, but will be noted in remarks as "Due for Undrawn Clothing, $______." Such credit will be made only on final settlement for discharge. NMC–146 will be retained and filed with the final settlement. [C. M. C. M. 3.]

(*g*) Due the United States for clothing.—The amount due the United States for clothing will be checked against the account of the prisoner on the first pay roll on which his account appears after date of approval of sentence. Any moneys, exclusive of accrued pay and deposits and interests available in the account will be used to liquidate this checkage. In the event that there is insufficient money available, in whole or in part, to liquidate this checkage, then a corresponding credit will be made in the account to offset the unliquidated portion of the checkage. Such credit will be charged to the appropriation "Gen. Exp. M. C. (year)." Thereafter the amount so credited will be entered in "Remarks" as an indebtedness to "Gen. Exp. M. C. (year)."

(*h*) Deposits.—Deposits will be shown only in "Remarks," as follows: "Due for deposits, $______."

(*i*) Prisoners who have money due at date of approval of sentence not forfeited under the terms of the sentence and not necessary in liquidation of any indebtedness due the Government shall obtain such money in such amounts and at such times as may be authorized by the Judge Advocate General of the Navy on the recommendation of the commanding officer of the prison.

(*j*) Accounts of prisoners convicted and serving sentence under section 622, Naval Courts and Boards, will not be checked pay for periods of time lost because of misconduct subsequent to conviction. Such prisoners are not considered in active service or absent from their regular duties within the meaning of the act of May 17, 1926.

(*k*) Navy mail clerks or assistant Navy mail clerks convicted of embezzlement of postal funds. (See par. (10).)

(4) (*a*) Issues of articles of wearing apparel, necessary for health and comfort. (See art. 15–22 (2).)

(*b*) Each prisoner shall be allowed articles, other than wearing apparel, or services necessary for health and comfort, subject to the approval of the commanding officer as to articles or services necessary. Prisoners in a pay status and all prisoners in a nonpay status are entitled to the articles or services specified above in a sum not to exceed $3 per month and no unused prison allowance will accrue to such prisoners.

(*c*) Each prisoner shall request, on prescribed forms, the items he desires, including postage stamps or stamped envelopes. These requests shall be reviewed by the commanding officer or officer designated by him and only such articles as he may authorize shall be issued to the prisoner.

(*d*) Prisoners undergoing treatment at St. Elizabeths Hospital will be allowed to draw such articles, not to exceed $3 per month in value, as may be authorized under certificate from the medical officer attached to that institution "that the patients desiring the articles are competent to receive them." The requests, accompanied by the requisite certificate, shall be approved by the commanding officer of the Naval Hospital, Washington, D. C., before issue is made.

(*e*) Balance due at date of approval of sentence, not forfeited under the terms of the sentence, may not be used to cover charges for necessary prison expenses within the $3 monthly allowance.

(*f*) Post-exchange indebtedness, incurred subsequent to approval of sentence, will no longer be checked in the account of the prisoner on the pay roll. Payment of post-exchange indebtedness will be made on public voucher and charged to the appropriation "Misc. Exp. Navy." [C. M. C. M. 3.]

(5) Upon discharge prisoners shall be furnished a suit of civilian clothing. (See art. 15–23 (3) (*g*).)

(6) **Transportation furnished upon discharge.**—Upon discharge prisoners are entitled to transportation to their homes, places of enlistment, or to any other place in the United States to which the cost of transportation does not exceed cost of transportation to their homes or places of enlistment, as the commanding officer may consider to be to their best interests. (See art. 16–30 (2) and (3).)

(7) (*a*) When a prisoner is to be discharged from the prison, the closing entries on the pay account, after checkage of accrued pay in accordance with paragraph (3) (*d*), will be made as follows, in the order given:

1. Deposits for savings and unused clothing allowance due a Marine will be entered in the "Credit" column and, if forfeited under the terms of the sentence, will be immediately offset by checkage. Unused clothing allowance due a Marine, not forfeited, is available to liquidate any indebtedness noted in the account, except as provided in paragraph (10).

2. *Discharge gratuity.*—After all of the prisoner's indebtedness, except cost of civilian clothing, transportation, and subsistence, has been liquidated, a credit for "Discharge Gratuity, Mis. Exp. Navy," will be made in an amount which when added to the amount of the prisoner's personal funds, together with any amount available in the account, including deposits and interest and balance due prisoner for undrawn clothing at date of approval of sentence, will be sufficient to provide for a payment of $25. [C. M. C. M. 3.]

3. The value of civilian clothing outfit furnished upon discharge will then be charged in the "Debit" column. If the total of the funds then available in the account (except savings deposit plus interest credited and not forfeited) is not sufficient to meet this charge, there shall be entered in the "Credit" column opposite the caption "Civ. Clo. Misc. Exp. Navy" such amount as is necessary to meet this charge. [C. M. C. M. 3.]

4. The value of the transportation, including cash advanced for subsistence, etc., furnished upon discharge, or so much thereof as will equal the amount then available in the account (except savings deposit plus interest), shall then be charged in the "Debit" column,

separately for transportation and for cash advanced, opposite the respective captions "Trans F&F" and "Cash adv F&F."

5. The account shall then be balanced, and if the total charges are then found to be less than the total credits, the difference shall be charged in the money column, subject to the restrictions in paragraph (9), but in no event shall the amount so charged, together with the amount charged in accordance with subparagraph (2) exceed the amount due on date of approval of sentence, plus any amounts credited in the account subsequent to date of conviction and not subject to forfeiture or checkage for other reasons.

6. When a prisoner is to be released from confinement and restored to duty (except when sentence is set aside or remitted, see par. (8)), no adjustments in the account other than those specified in paragraph (3) (*d*) are necessary. Any funds remaining in the account are available for payment to the man.

(8) **Sentence set aside or remitted.**—Any indebtedness noted in the account in accordance with paragraphs (3) (*c*) and (3) (*e*) will be checked in full in the "Debit" column as a credit to the applicable appropriations of funds noted in the account. When the sentence involving loss of pay is remitted, the amount checked as forfeiture of pay in accordance with paragraph (3) (*d*) will be credited in the "Credit" column.

(9) **Navy mail clerks or assistant Navy mail clerks convicted of embezzlement of postal funds.**—The accounts of such prisoners will be closed in the usual manner as indicated in paragraph (7), except that no payment in money will be made to such men other than the discharge gratuity. (See par. (7) (*a*–2).) After the sum due on discharge has been determined, the account will be transmitted to the General Accounting Office on transfer of pay account, notation being made thereon of the transportation and of the civilian clothing furnished (13 Comp. Gen. 397).

(10) When the United States has suffered loss of money or property through embezzlement, theft, forgery, or other causes for which persons in the Naval service have been tried by general court martial, convicted, and sentenced to confinement in prison, the amount thereof constitutes an indebtedness of the prisoner to the United States which must be liquidated from accrued pay before any payments may be made the prisoner (4 Comp. Gen. 1014); except that when the indebtedness resulted from shortages in the postal accounts of Navy mail clerks, checkage will not be made unless the amount of the loss exceeds the amount of their bond, in which case the amount in excess of the bond will be checked.

(11) The following papers will be filed with the final pay voucher, Form NMC–~~423~~: 901

~~Form NMC–90.~~

Form NMC–43. Detailed statement of account covering period from date of approval of sentence to date of discharge.

Form NMC–146. (If there is a balance due the marine for undrawn clothing.)

Copy of request for checkage for transportation, berth, subsistence, and civilian clothing.

A certified copy of the sentence will be filed with the final pay voucher of all men discharged pursuant to the sentence of a general court martial. In cases where subsequent to approval the probation is revoked and the original sentence placed in effect, copies of the original sentence and also of the order modifying or placing the original sentence in effect will be filed with the final pay voucher. A copy of the order or letter modifying the original sentence or revoking probation and placing the original sentence in effect will also be filed with the pay roll in cases of deck, summary, or general-court-martial sentences when such action has a bearing on the amount of pay checked thereon in pursuance of the original sentence.

(12) Further instructions regarding the handling of general-court-martial prisoners' accounts where a naval prison has been designated as a place of confinement and section 622, Naval Courts and Boards, applies may be found in article 2153, Bureau of Supplies and Accounts Manual, 1929.

## 25–27

Portions of the acts of February 16, 1909, March 3, 1909, and March 4, 1925, which provide for prison expenses, transportation, civilian clothing, and gratuity are quoted herewith:

(*a*) "Persons confined in prisons in pursuance of the sentence of a naval court martial shall, during such confinement, be allowed a reasonable sum, not to exceed $3 per month, for necessary prison expenses, and shall upon discharge be furnished with suitable civilian clothing and paid a gratuity, not to exceed $25: *Provided*, That such allowances shall be made in amounts to be fixed by, and in the discretion of, the Secretary of the Navy, and only in cases where the prisoners so discharged would otherwise be unprovided with suitable clothing or without funds to meet their immediate needs" (34 U. S. C. 961).

(*b*) "* * * The Secretary of the Navy is hereafter authorized to transport to their homes or places of enlistment, as he may designate, all discharged naval prisoners. The expense of such transportation shall be paid out of any money that may be to the credit of prisoners when discharged. Where there is no such money, the expense shall be paid out of money received from fines and forfeitures imposed by naval courts martial: *Provided further*, That the Secretary of the Navy is hereby authorized to furnish naval prisoners upon discharge suitable civilian clothing in case, and only where, said discharged prisoners would otherwise be unprovided with suitable clothing to meet their immediate needs" (34 U. S. C. 962).

(c) Hereafter persons discharged from naval service by dishonorable discharge, bad-conduct discharge, or any other discharge for the good of the service, may, upon discharge, be paid a sum not to exceed $25: *Provided*, That the said sums shall be fixed by, and in the discretion of, the Secretary of the Navy, and shall be paid only in cases where the person so discharged would otherwise be without funds to meet his immediate needs: *Provided further*, That hereafter the appropriation, "General expenses, Marine Corps," shall be available for the purchase of civilian outer clothing, not to exceed $15 per man, to be issued when necessary to marines discharged for bad conduct, undesirability, unfitness, or inaptitude" (34 U. S. C. 197).

## DEPOSITS

### 25-30

Enlisted men of the Marine Corps are entitled to deposit their savings with the United States, through any disbursing officer, in the same manner and under the same conditions as are or may be provided for the enlisted men of the Navy (Act of June 29, 1906, 34 U. S. C. 975; 1781 N. R.).

### 25-32

(1) Retired enlisted men of the Marine Corps on active duty may make deposits.

(2) There is no legal objection to the opening of savings deposit accounts with the United States by enlisted members of the Marine Corps Reserve while on extended active duty in times of peace and charging the appropriation "Pay, Marine Corps" with the interest allowed by law, but there is no authority for deposits after relief from active duty, nor the continuance of interest on deposits made while on active duty after release from active duty (16 Comp. Gen. 960).

### 25-33

A marine should not be permitted to start a new deposit account within six months before the expiration of enlistment.

### 25-34

**Entry in service-record book.**—Each commanding officer of marines, both ashore and afloat, shall cause to be entered in the service-record book of an enlisted man the date, and, in figures, the amount of each deposit made by the man.

## 25–35

**New deposits.**—Where the marine's service-record book shows no previous deposits, the word "New" followed by date of enlistment should be entered over his name on NMC–437 (report of deposits) upon which his initial deposit is reported to the disbursing officer.

## 25–36

Enlisted men paid on individual voucher should make deduction on such voucher for the amount deposited under the title "Less deduction for," at the time of its preparation by them. The rendition of NMC–437 (reports of deposits) is not necessary in such cases.

## 25–37

**Men joining by transfer.**—No notation on pay rolls, either under "Remarks" or over the men's names, regarding deposits will be required, except upon first joining by transfer from another disbursing officer, when the word "Deposits" if any, will be noted, opposite the name to indicate to the new disbursing officer that he should receive a deposit book in such a case. Otherwise checkage of the proper amount in the place and manner indicated under "Debits" on the pay roll will be sufficient.

## 25–38

Deposits in cash should be forwarded by check (payable at par at the disbursing officer's station) with the report or deposited to the credit of the disbursing officer carrying the accounts in the nearest depository.

## 25–39

**Monthly reports.**—Deposits in cash or by checkage on pay rolls should be reported monthly on NMC–437, such reports to accompany pay rolls, a duplicate to be retained at the post. Deposits of marines paid by a naval disbursing officer should be reported monthly on NMC–436. [C. M. C. M. 3.]

## 25–40

The report of deposits, rendered on the first day of the month, should include deposits made in cash on that day and those checked on the roll for the preceding month. Deposit by checkage on pay roll should be reported as of the first day of the following month.

### 25-41

**Report when paid by Navy disbursing officers.**—Commanding officers or noncommissioned officers in charge of marine detachments paid by Navy disbursing officers will render, monthly, immediately after the first day of the month, the report of deposits and repayment of same on Form NMC-436, and after comparison and verification by the pay officer of the Navy having the accounts, the original will be forwarded to the Paymaster, Headquarters Marine Corps, Washington, D. C. This form will be rendered each month regardless of whether or not deposits have been made.

### 25-42

**Men serving afloat.**—Deposits by enlisted men of the Marine Corps serving afloat shall be made, reported, or closed on the same forms and in the same manner as provided for enlisted men of the Navy. The deposit-record books of men transferred will be transmitted on the same forms and in the same manner as provided for enlisted men of the Marine Corps serving ashore. Deposits credited on extension of enlistment will be reported on the same form that deposits repaid on discharge appear.

### 25-43

**In preparing the "abstract of deposits"** (NMC-439) all new deposits (i. e., those of men who are given a new deposit-record book upon making their first deposit) should be indicated thereon by writing the date of current enlistment over their names.

### 25-44

**Carbon copies to be clear.**—As the deposit record in the office of the Paymaster is prepared solely from the carbon copy of NMC-439, it is necessary that the copy be clear and distinct, all letters and figures being perfectly legible. To this end fresh carbon paper should be used, and changes or corrections should be carefully made on the carbon as well as on the original.

### 25-45

**Record of deposit accounts.**—The Paymaster, Marine Corps, maintains a complete record of the deposit accounts of all enlisted men of the Marine Corps, to embrace amounts deposited, dates of deposits, and the disbursing officer of the Marine Corps or Navy with whom deposited.

## 25–46

(1) **Transfers.**—The commanding officer of the marine company, detachment, or organization is charged with the duty of notifying the disbursing officer paying the company, etc., of the transfer of any men from the company, etc., by furnishing the disbursing officer a copy of change sheet.

(2) Upon receipt of change sheet, the disbursing officer will immediately transmit by Form NMC–659, in duplicate, the deposit-record books of any of the men transferred, to the disbursing officers of the ship or station to which the men were transferred. The form should show name, book number, and amount deposited in the case of each man transferred having deposits, the duplicate of this form to be receipted by the receiving officer and returned to the officer transmitting the same.

(3) In the case of a man transferred to a foreign station his deposit-record book will be forwarded to the disbursing officer at the port of embarkation, the man's ultimate station being noted on the letter of transmittal. If transportation furnished from port of embarkation to a foreign station is in a naval vessel, the disbursing officer at the port of embarkation will immediately forward to the disbursing officer of the vessel the deposit-record books of all marines embarked for further transfer to the men's ultimate stations. In cases of transfers from a foreign station to the United States, via a naval vessel, the disbursing officer last carrying the accounts of marines so transferred will forward the deposit-record books of such men to the disbursing officer of the vessel for further transfer to the men's ultimate station. No deposits will be permitted while in transit between stations.

## 25–47

**Prior to transfer**, deposit accounts as shown in service-record books should be verified by comparison with the retained copies of the report of deposits (NMC–436 or 437).

## 25–48

**Deposit omitted.**—When a disbursing officer discovers that a deposit has been omitted from the record book by another disbursing officer he should forward the book, if practicable, to that disbursing officer for the entry of the omitted deposit. If this be impracticable, he should obtain from the disbursing officer a letter authorizing the entry; then make the entry, signing the name of the other disbursing officer with his own thereunder in such manner as to indicate by whom the signature was made, the letter to be retained by the disbursing officer making the entry as authority therefor.

## 25–49

**Should a deposit book of a marine be lost,** the disbursing officer should so inform the Paymaster, Marine Corps, stating all the circumstances connected with such loss, and requesting that he be furnished with a statement showing the amount standing to the man's credit as having been deposited. Upon receipt of such statement the disbursing officer concerned should immediately open a new deposit book, giving it the same number as the original, and attach to it the statement received from the paymaster.

## 25–50

**Deposit book lost.**—When the deposit book of a marine who is due for discharge at a shore station has not been received, or is lost, the disbursing officer settling the account of the man should request the Paymaster, Marine Corps, by dispatch, if necessary, to furnish the required data to enable him to pay the deposits and accrued interest on the date of discharge.

## 25–51

(1) **When deposits and interest are payable.**—Deposits and interest are payable only at the time of final discharge. A man who extends his enlistment is not entitled to be paid deposits until the expiration of the enlistment, i. e., until discharged (19 Comp. Dec. 384).

(2) Upon the first extension of an enlistment, the disbursing officer having the accounts of a person who has a deposit account shall close the man's deposit-record book in the usual manner to include the date prior to the date on which the extension becomes effective, incorporating the total amount of deposits with accumulated interest in the total credits due; the total of deposits and interest thereon to be immediately checked against the total credits and entered in a new deposit-record book as an initial deposit made effective from the first day of the month following the month in which the extension becomes effective. The old deposit-record book will be forwarded with the returns of the disbursing officer concerned. (See art. 1781 (6), N. R.)

## 25–52

**In computing interest on deposits** by enlisted men the date of deposit should be excluded and the date of discharge should be included (16 Comp. 30).

## 25–53

Upon final discharge, the disbursing officer settling the account shall credit each depositor, in the final statements, with the total amount of his deposits, and also with the accrued interest thereon, to include the date of his discharge.

## 25-54

An enlisted man transferred to the Fleet Marine Corps Reserve is entitled to repayment of deposits and interest at date of transfer.

## 25-55

**Interest.**—The disbursing officer concerned shall transmit the deposit record books of men discharged to the General Accounting Office with his monthly account. Interest on deposits will be computed in the spaces provided therefor in the deposit record book, the total deposits and interest being entered in the proper columns immediately following the last entry in the book, which totals will in all cases correspond to the amount of deposits and interest as credited on final statements, or in account on extension of enlistment. The interest on the first deposit shall be computed from the date (not inclusive) of said deposit to the date (inclusive) of the second deposit and entered in the column for that purpose. The interest shall then be computed on the sum of the first and second deposits from the date (not inclusive) of the second deposit to the date (inclusive) of the third and entered in the appropriate column, and so on, adding to the amount of each deposit the sum of all previous deposits, and computing the interest thereon from the date (not inclusive) of such deposit to that of the next succeeding deposit or that of final discharge (inclusive); but no sum shall draw interest unless it has been deposited for a period of six months or longer.

## 25-56

(1) **Interest when detained beyond term of enlistment.**—An enlisted man having a deposit, who is detained beyond the term of his enlistment on account of sickness, not incurred in the line of duty, is entitled to interest on such deposit to the date of his final discharge (Comp. Dec., July 13, 1906).

(2) A soldier sentenced to confinement for a period beyond the termination of his enlistment is entitled to interest on his deposit to date of his discharge (Comp. Dec., Feb. 23, 1909).

## 25-57

(1) **Deposits of deserters.**—All deposits made prior to desertion should be withheld on final settlement, unless the records show that the mark of desertion has been removed as having been erroneously made. [C. M. C. M. 3.]

(2) In furnishing the account of a deserter from the deserters' roll, who has deposits, there will be noted in the deposit record book, if mark of desertion has been removed, "Mark of desertion of ________________ (give date) removed, Commandant of the Marine Corps, ________________ (date)." [C. M. C. M. 2.]

(3) If mark of desertion is removed after furnishing account from the deserters' roll, or by the General Accounting Office, the above remark will be entered by the disbursing officer in charge of deposit record book at that time.

(4) In either of the above cases deposits and interest will be paid in full on discharge or reverting to inactive status.

(5) The officer making the entry in the deposit record book relative to the removal of the mark of desertion will sign his name, rank, and title immediately under the entry.

### 25–58

An enlisted man discharged for fraudulent enlistment is entitled to be repaid any amount he may have deposited in his fraudulent enlistment (22 Comp. Dec. 538).

### 25–59

**Exemption of deposits.**—No part of section 1305 of the Revised Statutes, as amended by the act of June 12, 1906 (34 Stat. 246), of the act of February 9, 1889 (25 Stat. 657), or of the act of June 29, 1906 (34 Stat. 579), or of any other law, shall be so construed as to authorize the recovery in any manner of any indebtedness to the United States or to any of its instrumentalities from either the amounts deposited with the Government pursuant to law by any depositor in the military or naval service, or from the interest thereon (10 U. S. C. 906, 906a).

### 25–60

**Amounts due a post exchange** cannot be checked against deposits (22 Comp. Dec. 538).

### 25–61

**Liability of disbursing officer.**—A disbursing officer who fails to account for the deposit of an enlisted man is liable for both the amount of the deposit and the interest thereon as paid by the Government (15 Comp. Dec. 534).

## DESERTERS' ACCOUNTS

### 25–65

(1) When an enlisted man is declared a deserter his account will be closed immediately by his commanding officer to include the date prior to date of desertion. NMC–90 will be used for this purpose and will be furnished at once to the proper disbursing officer in quadruplicate, or to the proper disbursing officer's deputy in quintuplicate. "Remarks" will show the hour, date, and place of desertion in addition to the remarks necessary to support credit and debit entries. [C. M. C. M. 3.]

(2) When a marine who is a part of a detachment being transferred from one station to another, absents himself en route, the officer or noncommissioned officer in charge of the detachment will make the necessary entries regarding the absence in the service-record book of the man concerned and will deliver or forward it to the commanding officer of the post or station to which the man was ordered transferred. The commanding officer, upon receipt of the service-record book of a man who has so absented himself, will cause the man to be taken up as joining by staff returns and, in the event the man is declared a deserter, his accounts will be closed for desertion in the usual manner.

(3) Where a man absents himself under conditions referred to in paragraph (2) above, the officer or noncommissioned officer in charge will examine the man's service-record book and will, if any record is found of allotments then in effect, immediately advise by dispatch, the Marine Corps allotment officer, headquarters, Marine Corps, Washington, D. C., in order that the allotment may be stopped without further payment.

## 25–66

(1) **Money left by deserters.**—All money found among the effects of a deserter should be transmitted immediately to the disbursing officer having the accounts of the man and the amount thereof credited on the statement closing account for settlement (NMC–90), proper notation being made under "Remarks."

(2) In cases where cash effects of deserters are transmitted by letter to the disbursing officer handling the man's account, the letter of transmittal should be in duplicate, the original letter to be filed by the disbursing officer with the account in which the cash is taken up.

## 25–67

**Allotments of deserters.**—Should a deserter have an allotment, the disbursing officer having his account will at once be notified, by dispatch, if necessary, in order that the same may be stopped without further payment.

## 25–68

(1) **Transfer of pay accounts to deserters' roll.**—On receipt of NMC–90 (see art. 25–65 (1)) the disbursing officer will carefully examine all items appearing thereon and make any corrections necessary. Upon completion the original and two copies will be forwarded, by first endorsement on the reverse thereof, to the Paymaster, U. S. Marine Corps, Washington, D. C. If the deserter has deposits this fact will be stated on NMC–90 by entering in remarks thereon the following: "Has deposits $____________, book #____________, attached." The Paymaster will receipt one copy of NMC–90 and return it to the disbursing officer for file with the payroll on which the deserter's account last appeared. [C. M. C. M. 3.]

as place, date, and hour of desertion, etc. Statement of clothing account (NMC-146) will accompany the transfer pay account.

(2) Any adjustment required to be made in the account of an enlisted man who has been declared a deserter, and whose account has been transferred to the deserters' roll will be made by request for credit or checkage as the case may be. Corrected transfer pay account will not be used for this purpose.

### 25-69

**Sale of deserters' effects.**—When effects of deserters are sold at a post an account of such sale should be made on NMC-504, in duplicate, where no cash is realized from the sale, and in triplicate where all or a portion of the articles are sold for cash, and the forms so prepared immediately transmitted to the disbursing officer having the accounts of the men, accompanied by the cash, check, or certificate of deposit. No copy of this form is necessary to file as a voucher with the pay roll upon which the checkage is made against the account of an enlisted man for articles purchased at such sales, but proper entry covering checkage should be made under "Remarks" on pay roll. In the first column the name and rank, date of enlistment or reenlistment, and date of desertion should be entered. The name and rank of purchaser should be entered in the column provided for that purpose, surname to the left. The articles sold should be itemized opposite the name of the purchaser. In the column "Total by individuals, cash and checked," enter the total amount of sales to be credited to each deserter, and not the total sold to individual purchasers.

### 25-70

**Deserters' roll.**—All accounts of deserters from the Marine Corps will be kept on a deserters' roll at headquarters, Marine Corps, Washington, D. C., and will remain open sufficiently long to allow the deserter a period of 6 months from date of desertion in which to return to the service. At the expiration of this period his account will be closed. The officer in charge of the deserters' roll will render quarterly accounts to the General Accounting Office in the usual manner.

### 25-71

**Pay of deserters returned to naval control.**—When a deserter surrenders himself or is delivered at a station he shall be taken up for pay on the rolls of the post designated by the Major General Commandant from the date of his reception or the date of his return to naval control. He shall be credited with pay, but no money shall be paid to him until his transfer account from the "deserters' roll" is received and the mark of desertion removed. Until the mark of desertion is removed or the case disposed of by court martial or otherwise the word “Deserter” in red ink will appear on pay rolls over his name. Expenses for his apprehension, transportation, and subsistence shall be paid on public bill by the proper disbursing officer of the Quartermaster's Department and checked against his account. (See arts. 18–75 and 18–76.) A notice of his return, together with a request for his account, will be prepared, with all necessary information, and forwarded immediately to the Major General Commandant.

## 25–72

(1) **Transfer of accounts from deserters' roll.**—The account of a deserter furnished from the deserters' roll will be transferred on regular transfer NMC–40 or 41, the original and two copies being furnished the disbursing officer charged with the settlement of the pay roll of the station or post where the deserter's account is to be taken up. The commanding officer of such station will be furnished a copy of said transfer pay account by the Paymaster, Marine Corps.

(2) In furnishing an account from the deserters' roll where there is a balance due and unpaid, notation will be made on NMC–40 as follows: “Mark of desertion removed auth. M. G. C. -------------
-------------, -------------, or “Mark of desertion not removed; bal-
Letter number Date
ance due and unpaid to be credited and checked pending removal of mark of desertion.”

(3) In case of the removal of mark of desertion after the balance due and unpaid has been checked in accordance with paragraph (2) above, the account should be adjusted by the disbursing officer who made the checkage, if the account is still borne on his rolls, or by request for credit from that officer if the account has been transferred.

(4) In all cases of the removal of the mark of desertion the number and date of the Major General Commandant's letter removing the mark of desertion should be shown on the pay roll where credit appears if taken up from the General Accounting Office, and on NMC–301 where credit is requested.

(5) For repayment of deposits made prior to date of desertion, see article 25–57.

## 25–73

“For the purpose of determining the rights of the soldier to receive pay and allowances for past services, the fact of desertion need not be established by the findings of a court martial” (92 U. S. 77).

## 25–74

Pay and allowances due and unpaid under a former enlistment are not affected by conviction and sentence for desertion in a subsequent enlistment (P. M. G., Army, Jan. 27, 1868, 4850, E. B.).

### 25–75

A deserter is again in service from the date of his delivery to proper naval authority, and cannot be deprived of his pay and allowances from that date by an Executive order, but only by sentence of court martial (3 Comp. Dec. 676).

### 25–76

"Desertion is willful absence from the service without leave and with no intention of returning, and forfeits all pay and allowances, including retained pay accrued at the date of desertion" (4 Comp. Dec. 279).

### 25–77

"The Secretary of the Navy has no authority to remove the charge of desertion standing on the rolls against an enlisted man so as to relieve him from forfeitures incurred by the act unless such entry is found by him to be erroneous in point of fact" (4 Comp. Dec. 279).

### 25–78

"A soldier who had been apprehended as a deserter and who, without having been restored to duty, was discharged without trial by reason of desertion is not entitled to arrears of pay or travel pay so long as the fact of desertion appears on the records" (9 Comp. Dec. 517).

### 25–79

"The officer in charge of the deserters' roll should in the case of a marine who has overdrawn his clothing account, include such amount in statement of his account" (Comp. Dec., January 28, 1905).

### 25–80

"A soldier who, after his term of enlistment has expired, is arrested for desertion and sentenced by a court martial to imprisonment is not, during the period of his arrest and confinement, in the performance of actual military service or making good time lost in desertion as contemplated by the forty-eighth article of war, and is not for that period entitled to pay or clothing" (12 Comp. Dec. 592).

### 25–81

"An error of $10 was made in computing the pay due a marine on November 30; on December 12 he was paid $10 in excess of the amount due on November 30; on December 13 he deserted. Under these conditions it is proper for the disbursing officer to take credit for the amount of pay accrued to the deserter during the period December 1 to 12" (Comp. Dec., Apr. 23, 1908).

## 25–82

**Responsibility for payment to man convicted of desertion.**—A man is convicted of desertion, but his account is not transferred to the deserters' roll, nor is the balance due at date of desertion checked and he is later paid (at time of transfer to another ship) an amount including this balance. As all pay and allowances due at date of desertion are forfeited, payment of such balance is illegal, and the disbursing officer who made it is responsible.

## 25–83

**Pay of deserter after return to naval control.**—An enlisted man convicted of desertion forfeits by law all pay due him on the date of desertion. He is, however, entitled to pay, except such part thereof as may be subject to checkage by sentence of a court martial, from the date he returns to naval control whether or not the mark of desertion has been removed (Comp. Dec., Dec. 19, 1914).

### DISCHARGES

## 25–90

(1) **Closing account.**—When a man is to be discharged, Form NMC–90 will be prepared by his commanding officer. The period to be covered by NMC–90 will be from the first day of the month in which discharge is to be effected to and including the date of discharge, or, in the event that the man has joined since rendition of the last pay roll and is to be discharged prior to the rendition of the current pay roll, from the date of last settlement to and including the date of discharge. NMC–90 will be submitted in quadruplicate to the proper disbursing officer, or in quintuplicate to the proper disbursing officer's deputy. If discharged for any reason other than expiration of enlistment, an equal number of certified copies of the order for discharge will be submitted with NMC–90. Instructions for preparation of NMC–90 are printed on the form. (See art. 30–15.) [C. M. C. M. 3.]

(2) Omitted. [C. M. C. M. 3.]

## 25–91

**Discharge, medical survey.**—When closing accounts for settlement on NMC–90 for discharge "upon report of medical survey for disability," the form will contain, in brackets immediately after the cause for discharge, a notation as to whether or not the disease or injury was due to the man's own misconduct.

## 25–93

**Causes for discharge.**—The cause for discharge should be fully stated in the space provided therefor, e. g., "Expiration of enlistment," "Report of medical survey, disease, or injury due (or not due) to own misconduct," "Recommendation of commanding officer, as undesirable, for inaptitude." "Upon settlement of accounts," etc.

## 25–94

**Special details.**—Where the balances include extra compensation for special details (such as messmen, etc), a notation should be made under "Remarks" showing the date to which the detail will continue, e. g., "The detail as -------- will continue until date of discharge (or until --------)."

## 25–95

**Service record.**—On the face of the form in spaces provided should be shown the complete service record of the man (including arm of service for each enlistment), all absences without leave or under General Order 20, Navy Department. [C. M. C. M. 3.]

## 25–96

**Date and place of acceptance.**—Entries on NMC–90 of date and place of acceptance should be made direct from the service-record book to insure accuracy, and where men enlisted at barracks the fact will be stated. After the transmittal of the staff returns to the Commandant of the Marine Corps for discharge, the place of duty of the man should not be changed except in cases of emergency, such cases being immediately reported by dispatch to the Commandant of the Marine Corps, and the pay officer carrying the account notified. [C. M. C. M. 2.]

## 25–97

[Omitted. C. M. C. M. 3.]

## 25–98

**Travel allowances.**—The amount of travel allowance to be paid on final settlement in cases of men entitled to travel allowance on discharge should be determined by the disbursing officer concerned, upon the data contained in NMC–90.

## 25–99

(1) **Retained in service.**—When, from the situation of his company or the nature of the service, a soldier cannot receive his discharge when his time expires, and is from necessity retained in service, he is to be paid up to the time of his actual discharge (Digest, Second Comp., sec. 1290, ed. 1869). The final statements must show cause of retention.

(2) An enlisted man retained in the service after expiration of enlistment awaiting action on a court martial is not entitled to pay (17 Comp. Gen. 103).

(3) **Detention in hospital.**—An enlisted man whose term of enlistment shall expire while he is suffering disease or injury incident to service and not due to misconduct, and who is in need of medical care or hospitalization, may, with his consent, be retained in the service beyond the expiration of his term of enlistment, and any such enlisted man shall be entitled to receive his pay and allowances until he shall have recovered to such extent as would enable him to meet the physical requirements for reenlistment, or until it shall have been ascertained by competent authority that the disease or injury is of a character that recovery to such an extent would be impossible, whichever is earlier (Act of Dec. 12, 1941, 55 Stat. 797). [C. M. C. M. 3.]

## 25–100

A soldier convicted by civil authorities, then pardoned and returned to military authorities, is entitled to pay to date of discharge less the time absent in the hands of civil authorities, and to allowances, including travel pay, provided his enlistment had not expired.

## 25–101

**Retained in insane hospital.**—An enlisted man was sentenced to confinement for 2 years with loss of pay and then to be dishonorably discharged, and was held at the insane hospital for some time after expiration of the 2 years. He is entitled to pay from date of expiration of term of confinement to date of discharge, his term of enlistment not having expired (13 Comp. Dec. 409).

## 25–102

“**A soldier held as a court-martial prisoner** awaiting dishonorable discharge is not entitled to pay and allowances between expiration of enlistment and date of dishonorable discharge” (14 Comp. Dec. 22).

## 25–103

**A soldier discharged without honor** on account of imprisonment under sentence of civil court is not entitled to pay or allowances after date of arrest or to travel pay (14 Comp. Dec. 116).

### DISCHARGE GRATUITY

## 25–106

(1) “That hereafter persons discharged from the naval service by dishonorable discharge, bad-conduct discharge, or any other discharge for the good of the service, may, upon discharge, be paid a sum not to exceed $25: *Provided*, That the said sum shall be fixed by, and in the discretion of, the Secretary of the Navy, and shall be paid only in cases where the person so discharged would otherwise be without funds to meet his immediate needs” (Act of March 4, 1925, 34 U. S. C. 197).

(2) The payment of this gratuity will be directed by commanding officers in the cases indicated in the succeeding paragraph where the man otherwise would be without funds to meet his immediate needs. When so directed, the gratuity will be paid in such sum as will total $25 when added to the funds due or otherwise available to the man (such as accrued pay, personal funds, etc., but exclusive of any amounts credited as travel allowance or cash advanced for subsistence and transfer incident to transportation in kind) (Comp. Gen. July 9, 1925).

(3) The authorized gratuity will be paid when the discharge is:

(*a*) By sentence of a summary or general court martial involving bad-conduct discharge or dishonorable discharge not involving confinement in a naval prison, when discharged.

(*b*) “For the good of the service” as follows:

1. For inaptitude (including unsuitable) or unfitness. [C. M. C. M. 3.]

2. As a result of approved report of a board of medical survey for physical or mental disability, the result of own misconduct.

3. As undesirable, by reason of—

*a*. Desertion, without trial, when discharge is at man’s station, except where the deserter is apprehended or returns to naval jurisdiction after the expiration of his enlistment and is thereupon discharged on account of the desertion, whether without trial or in accordance with sentence of a court martial. (See 7 Comp. Gen. 523.)

*b.* Habits or traits of character.

*c.* Conviction by a civil court, when discharge is at man's station.

*d.* Fraudulent underage enlistment.

*e.* Fraudulent enlistment other than by reason of underage, except in case of discharge of a man because a deserter from another service for purpose of turning him over to such other service. [C. M. C. M. 3.]

4. Other cases of discharge "for the good of the service" gratuity will be paid when so directed by the Commandant of the Marine Corps. [C. M. C. M. 2.]

(4) Commanding officers, in directing payment of the gratuity to men discharged under the preceding paragraph, should exercise care and not direct the payment in the cases of men who are shown to be "repeaters," who have surrendered under conditions indicating return to service for the purpose of getting subsistence, lodging, or the payment of the gratuity, or who, in the judgment of the commanding officer, will not use the funds for the purpose provided, viz, to enable them to proceed to their homes or supply their needs while securing employment. In no case should the payment be made to a man not under military control at time of discharge.

(5) Payment or nonpayment of the gratuity shall be directed on NMC–90 "Statement closing account for settlement," by adding to the other data contained on this form the following notation, using space under "Remarks":

"Payment of gratuity, Act of March 4, 1925, directed, personal funds available $--------," or "Payment of gratuity, Act of March 4, 1925, not directed." [C. M. C. M. 3.]

(6) The gratuity in the amount found necessary will be credited on the final settlement of the man prior to discharge and transcripted in the miscellaneous credit column, under the caption: "Dis. Grat. Pay M. C."

(7) No credit for discharge gratuity will be entered on NMC–90 by the commanding officer. The amount of gratuity to be credited will be determined and entered thereon by the disbursing officer. [C. M. C. M. 3.]

(8) Article 25–26 covers the payment of gratuity payable upon discharge to court-martial prisoners undergoing confinement.

## ENLISTMENT ALLOWANCE

## 25–107

(1) **Law authorizing.**—An enlistment allowance equal to $50, multiplied by the number of years served in the enlistment period from which he has last been discharged, shall be paid to every honorably discharged enlisted man of the first three grades who reenlists within a period of 3 months from the date of his discharge, and an enlistment allowance of $25, multiplied by the number of years served in the enlistment period from which he has last been discharged, shall be paid to every honorably discharged enlisted man of the other grades who reenlists within a period of 3 months from the date of his discharge (sec. 10, Act of June 16, 1942, 56 Stat. 364, 37 U. S. C. 110). [C. M. C. M. 3.]

(2) A man's enlistment allowance depends upon the number of years served in the enlistment period from which he has last been honorably discharged. Therefore, on a reenlistment following such discharge from an enlistment during which any time has been lost on account of absence without leave, the period during which so absent without leave should not be counted as a period of service, and should be deducted from the time elapsing between date of enlistment and date of discharge, and the enlistment allowance based upon the number of years served, exclusive of the time absent without leave (4 Comp. Gen. 94).

(3) The extension of an enlistment for 2, 3, or 4 years entitles a man to the enlistment allowance. Such allowance shall be credited upon an extension of enlistment for 2, 3, or 4 years, or when the aggregate of extensions equals 2, 3, or 4 years, but only one enlistment allowance shall be credited for extension of the same enlistment, and the total of the extensions, if made up of several different ones, shall be considered as one extension (2 Comp. Gen. 258).

(4) When reenlistment follows an enlistment which has been extended 2, 3, or 4 years, the extension shall be considered to be the last period of enlistment (Comp. Gen., August 10, 1922).

(5) An illustration of the preceding instructions is as follows: A man in the first pay grade enlists for 4 years. He then extends his enlistment 1 year; he again extends his enlistment 1 year, thereby entitling him to an enlistment allowance of four times $50 (or $200), on account of having extended his original 4-year enlistment for 2 years. He then extends his enlistment for another year, and is honorably discharged at the expiration thereof. He reenlists within 3 months, which entitles him to three times $50 (or $150), because of his previous 3 years' extension.

(6) The Act of August 22, 1912, 37 Stat. 331, authorizing the discharge of enlisted men of the Navy within 3 months before the expira-

tion of their enlistment without prejudice to any right, privilege, or benefit, etc., they would otherwise have if serving the full term of enlistment, is not applicable to the Marine Corps (4 Comp. Gen. 94; 34 U. S. C. 195).

### 25–108

**The enlistment allowance is not payable** unless the reenlistment within three months following honorable discharge is in the same branch of the service from which discharged.

### 25–109

(1) **Time lost** under the Act of April 27, 1914, which has not been made up as required by law, must be deducted in determining the number of years served in the enlistment from which last discharged, for the purpose of computing the enlistment allowance to be paid on reenlistment (34 U. S. C. 183).

(2) Under the Act of July 1, 1918, requiring that time lost on account of intemperate use of drugs, alcoholic liquors, or other misconduct must be made good before the enlistment shall be regarded as complete, it is service that is required to be made good, the unit of which is a day, and service on the thirty-first day of a month is as much a day of service as any other day of a month. The requirement of the law that the equivalent of actual time lost measured in units of days must be made good creates an exception to the general rule followed for the computation of service for longevity credit, and the thirty-first day of a month should be counted in determining the time to be made good (Comp. Gen. A–20756, art. 2150–6, D. C. G. A. N. S.; 34 U. S. C. 882).

### 25–110

**Fraudulent enlistment** not validated while enlistment is current is not counted in computing enlistment allowance.

### 25–111

**Not prorated.**—Enlistment allowance cannot be prorated for fractional parts of year (2 Comp. Gen. 162).

### 25–112

Under the law (Act of August 22, 1912, 34 U. S. C. 184, and section 10 of the Act of June 16, 1942), the measure of enlistment allowance accruing in any case by reason of extension of enlistment, whether extended by one or more agreements, is based on the rank held when the term for which the man enlisted expired as affected by the duration of that term. If an enlistment is extended for 1 year and reextended for 2 years, the extension aggregates 3 years (an enlistment period), and the man is entitled to enlistment allowance based on the rank held when the original term of enlistment was due to expire, as affected by the years served in that term (7 Comp. Gen. 439). [C. M. C. M. 3.]

### 25–113

When a man reenlists or whose extension of enlistment takes effect while he is undergoing treatment in a hospital, the enlistment allowance will not be credited unless and until he is returned to a full duty status (27 Comp. Dec. 626).

### 25–114

[Omitted. C. M. C. M. 3.]

## FINAL SETTLEMENTS

### 25–116

(1) When a man is recommended for discharge, other than expiration of enlistment, his commanding officer will after receipt of the order for discharge from the Commandant of the Marine Corps close the man's account sufficiently far in advance to enable the disbursing officer to prepare final settlement and check for delivery on date set by the commanding officer. [C. M. C. M. 2.]

(2) In case the man cannot be discharged on the date set by the commanding officer, the disbursing officer will, in making final settlement, include therein additional credit for pay and allowances to include date of actual discharge. The officer delivering the discharge should, in all cases, enter therein the amount paid.

(3) Pay and clothing accounts of men to be discharged upon expiration of enlistment, made out to include the day of discharge, should be forwarded to the proper disbursing officer at such time prior to the expiration of such enlistment as will enable the disbursing officer to make out and return final statements. The disbursing officer should make out the final statement and forward it with check, without further notification, to the man's commanding officer in time to reach him prior to the expiration of his enlistment.

(4) The final settlement, NMC–90, will be completed by the disbursing officer making the settlement. The original and one copy, plainly marked "Copy for the payee" will be forwarded to the commanding officer of the man concerned. Commanding officers should make careful examination of the accounts shown on this form prior to delivery of discharge, and make collections to cover all proper checkage not deducted thereon. Such collections will be forwarded to the disbursing officer, by letter, stating the reason therefor. [C. M. C. M. 3.]

(5) Upon discharge, the original of the final settlement voucher should be returned by endorsement to the disbursing officer making the settlement. Such endorsement should show the actual date and place of discharge, the amount collected, if any, and the disposition made of same. Money collected should be forwarded by check or deposited to the credit of the officer signing the discharge check in an authorized depositary.

(6) Omitted. [C. M. C. M. 3.]

(7) The memorandum copy of the voucher should be completed appropriately by the commanding officer's endorsement, and delivered to the marine upon discharge.

(8) Omitted. [C. M. C. M. 3.]

(9) The check and final statement of any enlisted man due for discharge will be delivered by the commissioned officer having custody of the man's accounts, and, if the discharge certificate is signed and delivered by an officer other than himself, he will advise that officer of the amount paid on discharge in order that the discharge certificate may be endorsed accordingly.

(10) The endorsement on final statement (original and memorandum) will be signed by the officer who delivers the check and copy of final statement to the man. Extreme care will be taken by the officer signing the endorsement to see that the information contained therein is correct.

## 25-117

(1) **Final settlement of reservists.**—When a reservist on active duty is to be discharged upon expiration of enlistment, or prior to expiration of enlistment by order of proper authority, the paymaster of the station or organization who carries his pay accounts for active service shall make final settlement on NMC-90 in the same manner as for enlisted men on the active list. [C. M. C. M. 2 and 3.]

(2) The final settlement of the accounts of members of the Organized Marine Corps Reserve who are not on active duty when discharged upon expiration of enlistment, or prior to expiration of enlistment by order of proper authority, will be made on the quarterly drill pay roll, in accordance with the procedure set forth in chapter 13.

(3) **Reservist relieved from active duty.**—When enlisted men of the Marine Corps Reserve are ordered to their homes, and, upon arrival, to assume an inactive status, pay and allowances, including pay and allowances for the time necessary to travel to their homes, should be credited on the current pay roll. Payment of the amount due will be effected prior to the man's departure from the active duty station (Appendix A, Sec. G-4 (e), Pay Bill Instructions.) [C. M. C. M. 2.]

## FRAUDULENT ENLISTMENT

### 25-120

(1) A fraudulent enlistment is an enlistment procured by means of a wilful misrepresentation in regard to a qualification or disqualification for enlistment or by an intentional concealment of a disqualification, which misrepresentation or concealment has had the effect of causing the enlistment of a man who, but for such false representation or concealment, would otherwise have been rejected.

(2) "A fraudulent contract of enlistment is not void but voidable only at the option of the Government. The Government, on becoming cognizant of the fraud, may void the contract, or waive the objection and allow it to stand, in which latter case the accepted service is as legal as that of any other soldier. Where the fraudulent character of an enlistment contract did not become known until after a part of it had been executed: *Held*, That while the same, as to its unexecuted portion might legally then be voided and terminated, yet, as to the part executed, it was a valid contract" (Comp. Gen. A-29607, Apr. 7, 1930, art 2146-6, D. C. G. A. N. S.).

(3) "As the contract between the United States and an enlisted man of the Navy who had deserted and fraudulently reenlisted is merely voidable and not void, a disbursing officer is entitled to credit for proper payments made thereunder without knowledge of the fraud and prior to the rescission of the contract by the Government" (11 Comp. Dec. 710).

(4) "When an enlisted man of the Navy deserts and fraudulently enlists in the Marine Corps and is subsequently made to serve out his period of enlistment in the Navy, the pay received by him for actual service under his fraudulent enlistment need not be charged to him or checked against his account" (12 Comp. Dec. 445).

(5) A soldier serving in fraudulent enlistment who deserted from the Army, surrendered to the Marine Corps, served sentence for desertion in said corps, returned to military control, was tried and found guilty of fraudulent enlistment, but not guilty of desertion, and sentenced to forfeit a portion of his pay for 6 months, is entitled to his pay and allowances except during the time he was absent (Comp. Dec., January 31, 1907).

(6) "The continuance of an enlisted man in the service by the Navy Department after the discovery of fraud in his reenlistment without directing that he be tried by a court martial, was a waiver of such fraud, and he is entitled to retain the pay he had received and to receive arrearages unpaid" (14 Comp. Dec. 267).

(7) "Time served in a fraudulent enlistment cannot be counted in computation of service pay unless the Government waives the objection and allows the contract to stand" (14 Comp. Dec. 267).

(8) "A pay officer is not responsible for payments to a man held for trial for fraudulent enlistment, who was later tried and convicted, when there is no evidence that the pay officer received any notice that the man was being held for trial or that there was anything to put him on his inquiry in regard to the matter before making said payments" (Comp. Dec., Apr. 28, 1909).

(9) "The action of the Government in placing a fraudulently enlisted man on duty on probation with full knowledge of the fraudulent character of his enlistment will constitute a waiver of the fraud, and he will be entitled to his regular pay, * * * and to the same when fully restored to duty" (Comp. Dec., June 30, 1913).

(10) Arrearages of pay or allowances cannot be paid for service under a fraudulent enlistment" (Comp. Dec., May 8, 1913).

(11) "Pay actually received by an enlisted man for services during a fraudulent enlistment cannot be recovered from him" (22 Comp. Dec. 538; Comp. Gen. 7358, Dec. 19, 1922; art. 2146–6, D. C. G. A. N. S.).

(12) Where men's accounts appear, but are not paid because there is a suspicion of fraudulent enlistment, the entry, "Facts warrant presumption fraudulent enlistment" should be made in "Remarks" on pay rolls.

(13) In transferring the accounts of general-court-martial prisoners to naval prisons their accounts should be checked all arrears of pay due and not paid prior to date of conviction of fraudulent enlistment (see 12 Comp. Dec. 445).

(14) **Entries in service-record books.**—In all cases where facts develop at a post warranting the presumption of fraudulent enlist-

ment in the case of an enlisted man serving at that post, the custodian of the man's service-record book will immediately make entry therein, under "Pay account record", as follows: "Facts warrant presumption fraudulent enlistment. Not to be paid until authorized by Hq. U. S. M. C." Such entry will be made in red ink and signed by the custodian of the man's service-record book. (See art. 30–52 (c).)

(15) **Discharges for fraudulent enlistment.**—In a decision dated April 7, 1930, the Comptroller General of the United States holds that "no payments on account of pay and allowances under the contract of enlistment are authorized to an enlisted man after the fraudulency of his enlistment is discovered, where the contract of enlistment is avoided by the Government, either on its own initiative or on the request of parent or guardian." This decision applies to all fraudulent enlistments, including those of minors.

(*a*) Upon receipt of information leading to the presumption that an enlisted man has procured his enlistment through fraud, it shall be the duty of the commanding officer, or other officer having cognizance of such information, immediately to report the facts to the Major General Commandant and to notify the man's immediate commanding officer. The latter will take the necessary steps to withhold all further pay and allowances of such a man pending instructions from headquarters Marine Corps as to the final disposition of the case. Under no circumstances will such men be transferred from the post to which attached pending the outcome of such investigation, except as provided in paragraph (*c*) of this article. Pay and muster rolls rendered subsequent to the time that fraudulent enlistment is discovered or suspected will show the following: "Facts warrant presumption of fraudulent enl. AAHA."

(*b*) When the fraudulency of the enlistment has been established, the Major General Commandant will so notify the man's commanding officer and state whether the man is to be discharged or held to his enlistment. If the man is to be discharged for fraud, no payment of pay or allowances will be made to him, but in appropriate cases transportation in kind may be furnished as provided in article 16–27.

(*c*) Men serving on recruiting duty or in staff offices, when facts warranting presumption of fraudulent enlistment are discovered, will immediately be transferred to the nearest marine barracks. In a case where the Major General Commandant directs the transfer of a man to some other post for discharge on account of fraudulent enlistment, or when transferred as indicated above, it shall be the duty of his immediate commanding officer to enter in the service-record book, under "Pay account record", "Not to be paid, frd. enl.," or "Facts warrant presumption of fraudulent enl."

(*d*) Where, after investigation by headquarters, United States Marine Corps, it is determined that an enlistment was not procured by fraud or where it is directed that the man concerned be held to the terms of his enlistment, his right to pay and allowances withheld is restored, and he will be paid in full upon next pay roll or voucher rendered.

(*e*) An enlisted man who was enlisted between April 6, 1917, and November 11, 1918, both dates inclusive, and who was discharged for fraudulent enlistment on account of misrepresentation of his age, shall be held and considered to have been honorably discharged, if his service otherwise was such as would have entitled him to a discharge under honorable conditions, but no back pay or allowance accrues by reason thereof (34 U. S. C. 204).

## FURLOUGH

## 25–121

(1) **No deduction** from the pay of an enlisted man is authorized for a period while on furlough (Comp. Dec., Oct. 30, 1914).

(2) **Value of furlough ration.**—(*a*) The commuted value of the furlough ration payable to enlisted men of the Marine Corps is the same as that provided for enlisted men of the Navy (Act of July 11, 1919, 41 Stat. 154, 34 U. S. C. 976). [C. M. C. M. 3.]

(*b*) Furlough rations are not payable unless the leave or furlough granted and taken is in excess of 72 hours.

(*c*) Credit for furlough rations will begin on the day of departure and will end on the day before the day of return. No credit will be allowed for the date of embarkation or debarkation from a Government vessel.

(*d*) OVERSTAYING OF FURLOUGH.—Furlough rations are not payable if a furlough is overstayed unless the overstaying is excused as unavoidable by the commanding officer, in which event payment may be made for the entire period of absence, authorized, and excused.

(*e*) IN RECEIPT OF QUARTERS AND SUBSISTENCE.—In lieu of the authorized furlough rations, enlisted men on furlough from stations where they are in receipt of the monetary allowances prescribed in Table I, art. 14–103, will, while their permanent station remains unchanged, continue to receive such allowances during the period of furlough, including any authorized delays. (See art. 14–103 (2) (*d*).)

(*f*) Omitted. [C. M. C. M. 3.]

(*g*) Omitted. [C. M. C. M. 3.]

(*h*) APPROPRIATION CHARGEABLE.—Furlough rations will not be designated on pay rolls or vouchers as subsistence, and will be charged against the appropriaton, "General Expenses Marine Corps." Credits will be segregated and carried to the Recapitulation and Transcript of accounts under separate heading. [C. M. C. M. 2.]

## LONGEVITY PAY, ENLISTED MEN

## 25–122

(1) **Computation.**—Effective June 1, 1942, every enlisted man shall receive an increase of 5 per centum of the base pay of his grade for each 3 years of service up to 30 years (sec. 9, Act of June 16, 1942, 56 Stat. 363). [C. M. C. M. 3.]

(2) Enlisted men of the Marine Corps are entitled to 5 per centum increase (longevity pay) on the base pay of grade upon the completion of the first 3 years of service, and to a further 5 per centum increase (longevity pay) on the base pay of grade for the next and each succeeding period of 3 years of service up to 30 years. In other words, each increase for longevity will be computed, respectively, on the base pay of the grade and not on the base pay plus previous longevity credits. Service that may be counted for longevity purposes by enlisted men is active Federal service in the Army, Navy, Marine Corps, Coast Guard, Coast and Geodetic Survey, and Public Health Service, or reserve components thereof; service in the active National Guard of the several States, Territories, and the District of Columbia; and service (both active and inactive) in the enlisted Reserve Corps of the Army, the Naval Reserve, the Marine Corps Reserve, and the Coast Guard Reserve, whether continuous or not (sec. 9, Act of June 16, 1942, 56 Stat. 363). [C. M. C. M. 3.]

(3) A marine absent without authority or in a nonpay status, as described in the statutes, is not serving within the meaning of the law authorizing increased pay for length of service; he is required to make up time so lost before becoming entitled to increased pay for length of service.

(4) All service is to be counted, including time served to make up time lost; the time lost, however, is not to be counted in computing increased pay for length of service under the act of June 16, 1942. [C. M. C. M. 3.]

actually began his duties on that date. Extra compensation is not payable, however, until the letter of designation from the Post Office Department has been received and oath of office and bond have been properly executed and the premium on the bond paid to the surety company. The execution of the oath is prerequisite to proper qualification, but may in cases of necessity take place subsequent to the commencement of his duties. Navy mail clerks are entitled to the additional compensation therefor only while in performance of this special duty and are not entitled to the additional pay if absent from their duties under treatment in hospital, on temporary duty, or on leave of absence.

### MARINE BAND

### 25–131

(1) "That the band of the United States Marine Corps shall consist of one leader whose pay and allowances shall be those of captain in the Marine Corps; one second leader whose pay shall be $200 per month and who shall have the allowances of a sergeant major; ten principal musicians whose pay shall be $150 per month; twenty-five first-class musicians whose pay shall be $125 per month; twenty second-class musicians whose pay shall be $100 per month; and ten third-class musicians whose pay shall be $85 per month; such musicians of the band to have the allowances of a sergeant: *Provided*, That the second leader and musicians of the band shall receive the same increases for length of service and the same enlistment allowance or gratuity for reenlisting as is now or may hereafter be provided for other enlisted men of the Marine Corps: *Provided further*, That the pay authorized herein for the second leader and the musicians of the band shall be effective from July 1, 1922, and shall apply in computing the pay of former members of the band now on the retired list and who have been retired since June 30, 1922: *Provided further*, That in the event of promotion of the second leader or musician of the band to leader of the band, all service as such second leader, or as such musician of the band, or both shall be counted in computing longevity increase in pay: *And provided further*, That hereafter during concert tours approved by the President, members of the Marine Band shall suffer no loss of allowances" (Act of Mar. 4, 1925; 34 U. S. C. 701).

(2) The leader of the Marine Band is entitled to the pay and allowances of the third pay period provided in section 1 of the Act of June 16, 1942, regardless of length of service (4 Comp. Gen. 942). [C. M. C. M. 3.]

(3) In the computation of longevity pay of the second leader and musicians of the Marine Band any and all service that may be counted by other enlisted men of the Marine Corps, as well as service in the Marine Band, should be counted (4 Comp. Gen. 942).

(4) Upon reenlistment the second leader of the band is entitled to the enlistment allowance provided for the first three pay grades of the regular Marine Corps, and the musicians of the band are entitled, upon reenlistment, to the enlistment allowance provided for the fourth, fifth, sixth, and seventh grades of the Regular Marine Corps (4 Comp. Gen. 942).

(5) In the event of the promotion of the second leader or a musician of the band to leader of the band he would be entitled to count for longevity purposes, as leader of the band, all service theretofore counted for longevity purposes as a member of the band, but such service cannot be used to place him in any other pay period than that provided for the leader of the band, i. e., the third (4 Comp. Gen. 942).

(6) "That the provisions of section 11 of the Act of March 4, 1925, an Act providing for sundry matters affecting the naval service, establishing the pay and allowances authorized for the second leader and the musicians of the band of the United States Marine Corps, shall apply in computing the pay of all former members of the band now on the retired list, including those former members transferred to the Fleet Marine Corps Reserve and who are now on the active and retired list of the Fleet Marine Corps Reserve" (Act of May 19, 1926; 34 U. S. C. 972).

(7) "The musicians of the Marine Band shall be entitled to receive $4 a month each, in addition to their pay as noncommissioned officers, musicians, or privates of the Marine Corps, so long as they shall perform, by order of the Secretary of the Navy or other superior officer, on the Capitol grounds or the President's grounds" (34 U. S. C. 972).

### MARKSMANSHIP QUALIFICATIONS

## 25-132

(1) **Law authorizing additional pay.**—"Under such regulations as the President may prescribe, enlisted men of the * * * Marine Corps * * * may receive additional compensation not less than $1 nor more than $5 per month, for special qualification in the use of the arm or arms which they may be required to use" (sec. 16, Act of June 16, 1942, 56 Stat. 368, 37 U. S. C. 116). [C. M. C. M. 3.]

(2) Executive Order No. 9209, dated August 1, 1942, prescribing additional pay to enlisted men of the Marine Corps for qualification "in the use of the arm or arms which they may be required to use," is as follows:

[C. M. C. M. 3.]

## EXECUTIVE ORDER NO. 9209

### REGULATIONS GOVERNING THE PAYMENT OF ADDITIONAL COMPENSATION TO ENLISTED MEN OF THE MARINE CORPS SPECIALLY QUALIFIED IN THE USE OF ARMS

By virtue of and pursuant to the authority vested in me by section 16 of the Pay Readjustment Act of 1942, approved June 16, 1942 (Public Law 607—77th Congress), it is hereby ordered as follows:

Enlisted men of the Marine Corps while serving on board ship shall receive the same additional compensation for special qualifications in the use of ships' guns as is now or may hereafter be prescribed for enlisted men of the Navy.

Enlisted men of the Marine Corps wheresoever stationed who have established their special qualifications in the use of the arm or arms which they may be required to use, shall receive additional compensation, under such regulations and conditions and for such periods of time as are now or may hereafter be prescribed by the Secretary of the Navy, as follows:

| | |
|---|---|
| First class | $5.00 per month. |
| Second class | 4.00 per month. |
| Third class | 3.00 per month. |
| Fourth class | 2.00 per month. |
| Fifth class | 1.00 per month. |

The total compensation payable to any enlisted man under this order shall not exceed $5.00 per month.

Executive Orders No. 3705–A of July 1, 1922, and No. 5866 of June 28, 1932, prescribing regulations governing the payment of additional compensation to enlisted men of the Marine Corps specially qualified in the use of ships' guns and of arms, are hereby superseded.

This order shall take effect as of June 1, 1942.

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE,
*August 1, 1942.*

[C. M. C. M. 3.]

## 25–133

**Maximum additional compensation.**—Enlisted men qualified with both the rifle and aircraft machine gun may be paid compensation for both qualifications simultaneously, but shall not be paid compensation in excess of $5 per month for such qualifications. [C. M. C. M. 3.]

## 25–134

(1) The .30-caliber rifle is the principal arm enlisted men of the Marine Corps may be required to use, except that enlisted men attached to aeronautical units may also be required to use the aircraft flexible machine gun. [C. M. C. M. 3.]

(2) Having established their special qualifications in the use of the arm or arms they may be required to use, enlisted men of the Marine Corps will be entitled to additional compensation as prescribed in article 25–135, with the following exceptions:

(*a*) Members of the Marine Band.

(*b*) Members of the Marine Corps Reserve on active duty for training. [C. M. C. M. 3.]

(3) Any enlisted man entitled to additional compensation for qualification will lose his right to such additional compensation while on the duty set forth in paragraph (2) (*a*) hereof. Should he be later transferred from the duty as outlined in preceding paragraph, he will regain his right to said additional compensation if still entitled thereto under paragraph (5) hereof. A general-court-martial prisoner sentenced to confinement under the provisions of section 622, note 24, Naval Courts and Boards, is not entitled to credit for a marksmanship qualification during the period of such sentence.

(4) The regulations governing qualification requirements are prescribed in chapter 5, section 3, Marksmanship, of this manual. [C. M. C. M. 1.]

(5) When a man who is entitled to extra compensation for marksmanship at the time of his discharge reenlists within three months from the date of said discharge, his qualification continues, and he is entitled to extra compensation therefor for one year from the date of qualification, provided that during that time he does not attain a higher or lower qualification or fail to requalify.

## 25–135

**Grade designations** corresponding to classifications. The grade designations which must be attained for the various classes are as follows:

| Class | Compensation | Grade designation and abbreviation thereof |
|---|---|---|
| First | $5 per month | Expert rifleman (ER), Aircraft machine gunner, first class (AMG1c). |
| Third | $3 per month | Sharpshooter (SS). |
| Fourth | $2 per month | Aircraft machine gunner, second class (AMG2c). |

[C. M. C. M. 3.]

## 25–136

**Desertion** does not operate to annul a qualification in gunnery or marksmanship.

## 25–137

**Fraudulent enlistment.**—A qualification in marksmanship attained in a fraudulent enlistment is nullified if the fraudulent contract of enlistment is voided by the Government.

## 25-138

**Undesirable discharge.**—An enlisted man of the Marine Corps is entitled to additional pay as marksman notwithstanding his discharge as undesirable, an honorable discharge not being a condition precedent to his receiving this additional pay on reenlistment (21 Comp. Dec. 123).

## 25-139

**Commissioned officer.**—The marksmanship qualification which a person received while serving as a commissioned officer after service as an enlisted man does not entitle him to any additional pay while serving as a commissioned officer or while serving as an enlisted man under an enlistment after discharge as a commissioned officer (27 Comp. Dec. 914).

## 25-140

**Qualification noted on pay roll.**—Immediately upon qualification under the course prescribed in chapter 5, section 3, Marine Corps Manual, men will be credited upon the next succeeding pay roll with the extra compensation from the date of qualification, and the following notation will be made upon the first pay roll upon which credit is made: "Qualified as sharpshooter or expert rifleman (date), per certificate of (name of officer certifying target record)."

## 25-141

**The fact of qualification** will be published in marksmanship qualification orders from headquarters, and upon receipt thereof the date and number of the order will be noted in the service-record book of each man concerned.

## 25-142

**Original record.**—The original record of marksmanship qualification is the entry in the service-record book. Officers signing pay rolls are responsible for the entry of necessary data in regard to qualifications on the pay rolls, and such officers are cautioned as to the necessity for using care to prevent overpayment when qualification has ceased under the regulations, particularly when preparing NMC-90 in closing accounts for discharge.

## 25–143

**When effective.**—A qualification is effective from and including the date on which made.

### MARKSMANSHIP QUALIFICATIONS, NAVY

## 25–144

### EXECUTIVE ORDER NO. 9210

### REGULATIONS GOVERNING THE PAYMENT OF ADDITIONAL COMPENSATION TO ENLISTED MEN OF THE NAVY AND COAST GUARD SPECIALLY QUALIFIED IN THE USE OF ARMS

By virtue of and pursuant to the authority vested in me by section 16 of the Pay Readjustment Act of 1942, approved June 16, 1942 (Public Law 607—77th Congress), it is hereby ordered that enlisted men of the Navy and Coast Guard who have established their special qualifications in the use of the arm or arms which they may be required to use, according to standards of efficiency that may be prescribed from time to time by the Secretary of the Navy, and who are so stationed by their commanding officers that they may be required to use such arm or arms, including periods while transferred for temporary duty away from the ship to which permanently attached (provided the commanding officer of the ship to which they are permanently attached has retained them in the battle stations where they normally use such arm or arms), shall receive additional compensation, under such regulations and conditions and for such periods of time as are now or may hereafter be prescribed by the Secretary of the Navy, as follows:

| | |
|---|---|
| First class | $5.00 per month. |
| Second class | 4.00 per month. |
| Third class | 3.00 per month. |
| Fourth class | 2.00 per month. |
| Fifth class | 1.00 per month. |

Executive Order No. 8040 of January 25, 1939, prescribing regulations governing the payment of additional compensation to enlisted men of the Navy specially qualified in the use of arms, is hereby superseded.

This order shall take effect as of June 1, 1942.

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE
*August 1, 1942.*

[C. M. C. M. 3.]

## 25–145

**Qualifications for extra compensation for use of arms (Navy).**—Enlisted men of the Marine Corps, who have established their special qualifications in the use of the arm or arms which they may be required to use, according to standards prescribed by the Secretary of the Navy, and who are so stationed by their commanding officers that they may be required to use such arm or arms, shall receive the following additional monthly compensation:

| | |
|---|---|
| (*a*) First class | $5 |
| Spotters. | |
| Rangekeeper operators, first class. | |
| Gun pointers, first class. | |
| Gun director pointers, pointers, trainers, first class. | |
| Gun range-finder operators. | |
| Gun captains, first class. | |
| (*b*) Second class | 4 |
| Gun pointers, second class. | |
| Gun director pointers, pointers, trainers, second class. | |
| (*c*) Third class | 3 |
| Rangekeeper operators, second class. | |
| Gun captains, second class (nonrated men). | |
| Gun director pointers, cross levelers, first class. | |
| (*d*) Fourth class | 2 |
| Gun captains, second class (rated men). | |
| Gun director pointers { sight setters, first and second class.<br>cross levelers, second class. | |

For instructions relative to the qualification of enlisted men as gun pointers, gun director pointers, gun range-finder operators, and gun captains, see Bureau of Naval Personnel Manual, articles D–5312 to D–5316, inclusive. Where men are credited additional compensation for Navy gunnery qualifications the remarks on the pay roll will clearly show the qualifications attained, the class in which qualified, and the particular class and gunnery duty to which the men are detailed as specified herein. [C. M. C. M. 3.]

## 25–146

**Total compensation.**—An enlisted man of the Marine Corps, holding a qualification under Marine Corps Regulations, who may be serving aboard a vessel of the Navy, and entitled to additional compensation pursuant to Navy Regulations, cannot receive total compensation for qualifications in excess of $5 per month; therefore, an enlisted man who is a sharpshooter and qualifies under Navy Regulations on an intermediate day of the month is entitled to have the pay for the second qualification prorated at the rate allowed for a full month from the date he qualified.

## 25–147

(1) **Detail as gun pointer.**—"An enlisted man, to be entitled to the extra pay of a gun pointer, must be detailed as such by his commanding officer; that is, the commanding officer of his ship" (Comp. Dec., Dec. 20, 1912).

(2) Enlisted men regularly detailed as gun pointers or gun captains are entitled to the additional pay therefor so long as the detail remains unrevoked and they continue to serve on board the ship and at the gun at which detailed. Upon transfer, provided the detail is not previously revoked, the pay ceases on the date of transfer.

(3) Enlisted men regularly detailed as gun captains, **gun pointers**, etc., are entitled to the additional pay therefor while on temporary detached duty from which they could be recalled to the ship at any time their services should be needed on board (Dec. Acting Comp. Gen. A–86207, May 24, 1937).

### MEDALS OF HONOR, DISTINGUISHED-SERVICE MEDALS, NAVY CROSSES, ETC.

### 25–150

(1) **Law authorizing additional pay.**—"That each enlisted man of the Army to whom there has been or shall be awarded a medal of honor, a distinguished-service cross, or a distinguished-service medal shall, for each such award, be entitled to additional pay at the rate of $2 per month from the date of the distinguished act or service on which the award is based, and each bar, or other suitable device, in lieu of a medal of honor, a distinguished-service cross, or a distinguished-service medal, as hereinafter provided for, shall entitle him to further additional pay at the rate of $2 per month from the date of the distinguished act or service for which the bar is awarded, and said additional pay shall continue throughout his active service, whether such service shall or shall not be continuous; but when the award is in lieu of the certificate of merit, as provided for in section 3 hereof, the additional pay shall begin with the date of the award" (Act of July 9, 1918, 40 Stat. 871, 10 U. S. C. 696).

(2) That each enlisted or enrolled person of the naval service to whom is awarded a medal of honor, Navy cross, distinguished-service medal, silver star medal, or a Navy and Marine Corps medal shall, for each such award, be entitled to additional pay at the rate of $2 per month from the date of the distinguished act or service on which the award is based, and each bar, or other suitable emblem or insignia, in lieu of a medal of honor, Navy cross, distinguished-service medal, silver star medal, or a Navy and Marine Corps medal, as hereby provided for, shall entitle him to further additional pay at the rate of $2 per month from the date of the distinguished act or service for which the bar is awarded, and such additional pay shall continue throughout his active service, whether such service shall or shall not be continuous (Act of Feb. 4, 1919, 40 Stat. 1056, as amended by Sec. 6, Act of Aug. 7, 1942, 56 Stat. 743, 34 U. S. C. 357). [C. M. C. M. 3.]

(3) An enlisted man of the Marine Corps serving with the Army who was awarded the distinguished-service cross under the provisions of the Army Act of July 9, 1918 (10 U. S. C. 1403), is entitled to additional pay therefor at the rate of $2 per month for subsequent enlisted service in the Marine Corps, under the provisions of the Act of February 4, 1919, as amended by the Act of August 7, 1942 (34 U. S. C. 357). An enlisted man of the Army awarded the distinguished-service cross under the provisions of the Act of July 9, 1918,

is entitled to additional pay therefor at the rate of $2 per month for subsequent enlisted service in the Marine Corps, under the provisions of the Act of February 4, 1919, as amended by the Act of August 7, 1942 (34 U. S. C. 357). An enlisted man of the Army to whom a distinguished-flying cross is awarded under the provisions of the Act of July 2, 1926 (10 U. S. C. 1430), is entitled to additional pay therefor at the rate of $2 per month in subsequent enlisted service in the naval service (7 Comp. Gen. 77). [C. M. C. M. 3.]

(4) The Act of February 4, 1919, as amended by the Act of August 7, 1942, referred to above, applies to the Marine Corps, and an enlisted man of the Marine Corps awarded a medal of honor, distinguished-service medal, or Navy cross, or bars in lieu thereof, under that Act, is entitled to the additional pay provided for therein. [C. M. C. M. 3.]

(5) The additional pay authorized under section 1216, Revised Statutes, to enlisted men of the Army awarded certificate of merit for distinguished service, being limited to the period the soldier is in the "military" service, may not be paid during service in the Navy (24 Comp. Dec. 788).

(6) The additional pay at the rate of $2 per month payable to enlisted men of the Army who have been awarded the distinguished-service medal under the Act of July 9, 1918 (10 U. S. C. 1403), being limited by said statute to the period the recipient is in active service, may not be counted as part of the active-duty pay for the purpose of computing retired pay (26 Comp. Dec. 112).

(7) An enlisted man of the Navy who, while serving under the jurisdiction of the Army, was awarded the distinguished service cross provided by the Act of July 9, 1918 (10 U. S. C. 1403), for persons serving in any capacity with the Army who have distinguished themselves in operations against an enemy, is entitled upon his return to the Navy to the additional pay at the rate provided by the Act of February 4, 1919, as amended by the Act of August 7, 1942 (34 U. S. C. 357), for the recipients of the Navy cross for distinguished service in the line of their profession (26 Comp. Dec. 304). [C. M. C. M. 3.]

(8) While the Act of February 4, 1919, as amended by the Act of August 7, 1942 (34 U. S. C. 357), authorizing the presentation of medals of honor, etc., to persons in the naval service who perform distinguished service does not expressly repeal the provisions of section 1407, Revised Statutes, as enlarged by the Act of March 3, 1901 (31 Stat. 1099), yet as the scope of the later legislation indicates that Congress was dealing with the entire subject involved, the subsequent provision is to be regarded as a complete substitute for the earlier law (26 Comp. Dec. 464). [C. M. C. M. 3.]

(9) An enlisted man of the Marine Corps to whom there had been awarded the distinguished-service cross while serving as an officer in the Army, under the provisions of the Army Act of July 9, 1918 (10 U. S. C. 1403), is entitled, under the Navy Act of February 4,

1919, as amended by the Act of August 7, 1942 (34 U. S. C. 357), to additional pay therefor at the rate of $2 per month for subsequent enlisted service in the Marine Corps (7 Comp. Gen. 543). [C. M. C. M. 3.]

(10) Since it can never be known whether a particular act or service is sufficient to render the person performing it worthy of a medal or cross until the question has been determined by competent authority by the award of such medal or other mark of distinction, it follows that an enlisted man's right to additional pay therefor is to be determined by the law in force at the time when the award is made and vests at that time (26 Comp. Dec. 464).

(11) Under the Act of July 9, 1918 (10 U. S. C. 1403), payment of the $2 additional per month to enlisted men of the Army who have been or are hereafter awarded medal of honor, distinguished-service cross, or distinguished-service medal, whether awarded before July 9, 1918, under earlier laws, or thereafter by authority of that Act, shall begin from the date of the distinguished act or service on which the award is based, with exception of awards made in lieu of certificates of merit, when the additional pay is authorized only from the date of award, and in all cases continues throughout active service; but the additional pay is limited to enlisted men who were in the military service on July 9, 1918, or have been in the service since that date (26 Comp. Dec. 1030).

(12) An officer of the Army to whom a certificate of merit was issued while an enlisted man is entitled to an award of the distinguished-service medal, in lieu thereof, under the Act of July 9, 1918 (10 U. S. C. 1403), and to receive the additional pay of $2 per month from the date of award of the medal while on active service, whether as a commissioned officer or enlisted man (27 Comp. Dec. 1).

(13) As the Act of February 4, 1919, as amended by the Act of August 7, 1942 (34 U. S. C. 357), providing for an addition of $2 to the monthly pay of persons in the naval service of the United States who are awarded medals of honor, distinguished-service medals, or Navy crosses is not retroactive in effect, there is no authority to pay an additional $2 per month to an enlisted man who has been awarded a medal of honor prior to the passage of the Act and has received by reason thereof the gratuity of $100 authorized by the Act of March 3, 1901 (31 Stat. 1099; 27 Comp. Dec. 297). [C. M. C. M. 3.]

(14) An enlisted man of the Navy or Marine Corps awarded a medal of honor on or after February 4, 1919, for distinguished acts of heroism or service in line of his profession, is not entitled to a gratuity of $100 under section 1407, Revised Statutes, that law having been superseded by the Act of February 4, 1919, as amended by the Act of August 7, 1942 (34 U. S. C. 357), providing $2 additional pay per month from date of distinguished act or service (1 Comp. Gen. 240). [C. M. C. M. 3.]

(15) Omitted. [C. M. C. M. 3.]

(16) The President is also authorized to present, but not in the name of Congress, a distinguished flying cross, to any person who while serving in any capacity with the Air Corps of the Army of the United States, including the National Guard and the Organized Reserves, or with the United States Navy, since the 6th day of April 1917, has distinguished himself by heroism or extraordinary achievement while participating in an aerial flight: *Provided*, That no person shall be eligible for the award of the distinguished flying cross for any act performed prior to November 11, 1918, except officers or enlisted men who have heretofore been recommended for but have not received the congressional medal of honor, the distinguished-service cross, or distinguished-service medal, and except those officers or enlisted men who displayed heroism while serving as instructors or students at flying schools (10 U. S. C. 1429).

(17) An enlisted man awarded a Navy or Marine Corps medal based upon any act of heroism performed prior to December 7, 1941, shall not be entitled to additional pay therefor under the provisions of paragraph (2) hereof prior to August 7, 1942 (sec. 5, Act of August 7, 1942, 56 Stat. 744). [C. M. C. M. 3.]

(18) Section 1407 of the Revised Statutes (Act of May 17, 1864, 13 Stat. 79, 80), Act of May 4, 1898, 30 Stat. 741, and the Act of March 3, 1901, 31 Stat. 1099, were repealed by section 2, Act of August 7, 1942, 56 Stat. 745). [C. M. C. M. 3.]

## MESSMEN

### 25–151

Enlisted men shall be entitled to extra compensation at the rate of $5 per month, while under regular authorized assignments or details as messmen, for service with messes composed of enlisted men ashore or afloat.

### 25–152

In computing the allowance of messmen the number of men in detachments messing elsewhere should be deducted from the strength of the command and notation of such deduction should appear on the voucher.

### 25–153

The messmen voucher (NMC–206) should be prepared monthly, in duplicate (showing each and every man detailed during the month, whether his account is to appear on the current monthly roll or not),

by the commanding officers of posts keeping pay rolls at shore stations and transmitted therewith. In cases of transfer of messmen where the increased pay has not been credited on current rolls, the dates of beginning and ending of the detail should be shown in the service-record book and proper credit made therefor on the next pay roll of the post to which the man is transferred.

### 25-154

If the allowance of messmen be based upon the distribution of the command in separate detachments, the strength of each detachment and the place located should be stated in the column of "Remarks." All absences and changes in detail should also be noted.

### 25-155

Proportionate amounts of monthly compensation will be allowed for service covering fractional parts of a month under regular detail in any case, and each man likewise forfeits the proportionate part of his extra compensation for each day of absence, whether authorized or unauthorized, in hospital or on detached duty, the extra pay being allowed for actual service only.

### 25-156

When a new detail is made on an intermediate day of the month to fill the place of a man whose detail is discontinued for any cause, the name of the man whose place he takes should be shown under "Remarks" (e. g., "Vice John Doe") opposite the name of the man so detailed. Where more than one company organization is maintained vouchers should be completed to indicate whether the companies mess separately or in a consolidated mess; in the latter case all details should be shown on one voucher, two copies of which should be forwarded to the Paymaster with each company pay roll upon which such credits appear.

### 25-157

Where it is desired to continue the same man on detail as messman for more than 1 month, a new detail should be made in his case as of the first day of the month for which the voucher is rendered.

### 25-158

The detail of messmen, on board transports or vessels of the Navy carrying marine organizations not a part of their complement, is governed by the same instructions as for detail ashore.

### NONCOMMISSIONED OFFICERS AND PRIVATES FIRST CLASS

## 25–160

(1) **Appointment not retroactive.**—"* * * An appointment cannot be made retroactive so as to give pay before the appointment is actually made except by statutory authority * * *" (Comp. Gen., Oct. 10, 1913, Art. 2143–10 D. C. G. A. N. S.).

(2) Noncommissioned officers and privates first class are entitled to the pay of the new rating from and including the date of appointment or reappointment.

(3) **Reduction.**—The pay of the new rating to which an enlisted man is reduced by sentence of a summary court martial becomes his proper pay on the date of approval of the sentence by the senior officer present, in case of reduction by sentence of general court martial or deck court the pay of the new rating begins on the date of approval of the sentence by the convening authority.

(4) **Illegal promotions.**—When it is determined by proper authority that an advancement was not authorized and cancellation of an enlisted man's rating was directed, the man was not legally advanced to the rating in question and is not entitled to the pay thereof.

(5) **Recruiting warrants.**—Privates while serving under appointments or warrants as first sergeants, sergeants, or corporals of recruiting parties are entitled to the pay of first sergeants, sergeants, or corporals while absent on account of sickness, leave, or furlough, not due to disease resulting from their own intemperate use of drugs or alcoholic liquors or other misconduct.

(6) Reduction in all other cases takes effect on the date of receipt of the order at the man's station, unless otherwise directed by proper authority.

### POST EXCHANGE

## 25–161

(1) **Collections through paymaster's department.**—Where credit is authorized and collection through the paymaster's department by checkage on pay roll, etc., is required in accordance with article 12–11, the following procedure will govern:

(2) Collections will be made monthly on current pay rolls in the case of all men attached to the command on the last day of the month or who have died or been transferred to prison for confinement during the month, as follows:

(3) Where indebtedness is due the exchange of the post or command: By checking in the proper column the accounts of all men (except deserters and men discharged or sentenced to terms of imprisonment while in debt to the United States, but including dead men, and general court-martial prisoners not in debt to cover their

indebtedness to include the date of approval of sentence only) stated on the current roll with the full amount of their authorized indebtedness, or such portion thereof as can be charged without producing an overpayment.

(4) Men joining by transfer where indebtedness is due the exchange of other commands: By separately checking, in the manner above indicated, with similar notation under "Remarks," where necessary, the amount due the exchange as shown by notation in service-record books, and stating opposite the name of the exchange in whose favor and to whose credit the checkage is made.

Where sufficient pay is not due on the next succeeding pay roll to cover the full amount of the indebtedness noted in the service-record book, and only a partial checkage is made, the following notation will appear in the column of "Remarks" on the pay roll:

Due exchange (name)------------------------------------ $--------
Checked this roll------------------------------------------ --------

Balance to be checked-------------------------------- --------

In the event of the man's transfer, in such case, before the full amount of the indebtedness noted in service-record book is checked, the balance to be checked in favor of the exchange, by name, will be noted in the service-record book at the time of transfer, under the heading "Other checkages pending," in addition to his current indebtedness to the exchange of the command. In addition, if transferred to a ship, the balance to be checked, will be incorporated in the post-exchange voucher (NMC–419) as hereinafter prescribed in paragraph 10 (*c*) of this article.

(5) **Signature on rolls.**—In all of the above cases (except dead men) the signing of the pay roll, by the men concerned, will be regarded as sufficient acknowledgement of the correctness of their indebtedness to the exchange as there stated, and will further be considered as sufficient voucher therefor to authorize payment thereof by the paymaster concerned without further certification or voucher. In order to insure prompt settlement with the exchange in the cases of men who are not to be paid for any cause, the signatures of such men "for exchange only" will be obtained.

(6) **When the signature cannot be obtained.**—Where it is impracticable to procure signatures on rolls, as in the cases of dead men, there will be filed with the roll on which checkages appear the original evidence (chits, checks, or memoranda of whatever character) as signed by the men concerned corroborating the amount so claimed. If such evidence cannot be filed, a certificate by an officer other than the exchange officer, showing the reason why such original evidence is not obtainable, and further stating that the records show that such indebtedness actually exists, in the amount stated in each case, will be filed with the current roll upon which checkages appear.

The accounts of dead men and general court-martial prisoners not in debt, as closed on NMC-90 for transfer to the General Accounting Office and the naval prison, respectively, will include checkages to the amount of their indebtedness to the exchange as shown on the current pay roll, as prescribed in paragraph 2 of this article.

The accounts of deserters and men discharged or sentenced to terms of imprisonment while in debt to the United States, as closed on NMC-90 for transfer to the deserters' roll, for discharge, or transfer to prison, respectively, will show under "Remarks" the amount due the exchange at date of closing the account, but no checkage on this account will be made on said form or on the pay roll against such man's account.

(7) Upon the transfer of an account from the deserters' roll, the amount of the exchange indebtedness will be noted under "Remarks," upon transfer pay accounts, as "Check $--------, P. E. Des. Roll." The amount thus noted will be checked in one of the blank spaces on the first pay roll upon which the man's account appears subsequent to receipt of accounts from the deserters' roll, writing opposite the checkage the notation "P. E. Des. Roll," as shown on the transfer pay accounts directing the checkage.

(8) Payment of accounts checked on rolls of shore stations. The disbursing officer settling the rolls of marines at any shore station is charged with payment, to the several exchanges in whose favor checkages are made, of all properly authorized indebtedness that appears on his rolls, including those of dead men. No payment of post-exchange indebtedness will, however, be made in the cases of men joining by transfer from ships whose accounts show a checkage in favor of an exchange.

(9) Collections will be made from men discharged, retired, or transferred to Fleet Marine Corps Reserve, in cash and on final settlement, as follows:

(*a*) Where the indebtedness is due the exchange of the post or command, personal collections, in cash, will be made by the exchange officer at the time of final settlement.

(*b*) Where the indebtedness is due the exchanges of other posts or commands by charging the indebtedness on the account as closed for discharge (NMC-90), and noting opposite thereto the names of the exchanges to which the money is due.

(10) Collections will be made monthly on post-exchange vouchers prepared by the exchange officer, on approved forms, in the case of men discharged or sentenced to terms of imprisonment while in debt to the United States, men transferred to ships, to the deserters' roll, and of court-martial prisoners not in a pay status and who will not return to a pay status, as follows:

(*a*) Men discharged or sentenced to terms of imprisonment while in debt to the United States owing the exchange of the command: By noting on NMC-90, under "Remarks," the amount of the indebtedness due the exchange of the command at the time of discharge or date of approval of sentence, respectively, and including the same with the necessary chits, acknowledgements, etc., on the monthly post-exchange voucher covering men transferred to sea under the title "Accounts of men discharged or sentenced to terms of imprisonment while in debt to the United States."

(*b*) Men discharged or sentenced to terms of imprisonment while in debt to the United States owing exchanges of other commands: By noting on NMC–90, under "Remarks," the amount of the indebtedness, with the name of the exchange to which due, and including the same on the monthly post-exchange voucher covering men transferred to sea under the title "Accounts of men discharged or sentenced to terms of imprisonment while in debt to the United States," prescribed in subparagraph (*h*) hereof.

(*c*) Men transferred to ships: By noting in the service-record books, at the time of transfer, in the space provided, the amount of the indebtedness to be checked on the next succeeding pay roll of the organization to which transferred, and including the same with the man's signature of acknowledgement thereon, on the usual monthly post-exchange voucher for payment by the disbursing officer of the station from which the men are transferred.

(*d*) Deserters and court-martial prisoners not in a pay status and who will not return to a pay status owing the exchange of the command: By noting under "Remarks" on NMC–90 the amount of the indebtedness due the exchange of the command at the time of desertion or discharge, respectively, and including the same with the necessary chits, acknowledgements, etc., on the monthly post-exchange voucher covering men transferred to sea under the title "Deserters' accounts" and "Prisoners' accounts," respectively. After date of approval of sentence prisoners not in a pay status are only entitled to such articles as are necessary for their health and comfort, and these are collectible not to exceed $3 per month, payable from "Pay, miscellaneous, Navy."

(*e*) Deserters and court-martial prisoners not in a pay status and who will not return to a pay status owing exchanges of other commands: By separately noting the amount of the indebtedness, with the name of the exchange to which due, on NMC–90, and including the same on the monthly post-exchange voucher covering men transferred to sea under the title "Deserters' accounts" and "Prisoners' accounts," respectively, as prescribed in subparagraph (*f*) hereof.

(*f*) Vouchers covering men discharged or sentenced to terms of imprisonment while in debt to the United States, men transferred to sea, deserters, and prisoners not on a pay status will be settled upon receipt, when properly prepared; and in cases of men transferred to ships the checkages on pay rolls will be verified from ships' rolls by the Paymaster at the time of his monthly analysis of accounts.

(*g*) Checkages not finally made: Where, in case of men transferred to sea, it develops that checkage has not and can not finally be made against the marine's accounts, instructions will be issued from time to time by the Paymaster, Marine Corps, to the disbursing officer concerned to make proper deductions in subsequent settlements with the proper exchange.

(*h*) Men joining by transfer who are indebted to other exchanges (as shown by their service-record books) and who are discharged or sentenced to terms of imprisonment while in debt to the United States, transferred to a ship or to the deserters' roll, or are discharged as court-martial prisoners while not in a pay status: Before the amount has been checked against their pay on the rolls of a shore station, will, in the cases of transfers to ships, be required to sign the usual voucher in favor of the proper exchange at the time of transfer to sea, the certificate as to genuineness of signature to be signed by the commanding officer of the post or organization from which transferred to sea; in the other cases the names and amounts due other exchanges from deserters and discharged prisoners will be included in the same voucher with men transferred to sea, under the title "Accounts of men discharged or sentenced to terms of imprisonment while in debt to the United States," "Deserters' accounts," and "Prisoners' accounts," respectively, with the signatures of acknowledgement of all such men except deserters thereon. The vouchers thus prepared will then be transmitted, with proper explanation, to the exchange concerned for further completion as regards the attachment of the necessary chits, etc., certification, approval, and collection at the post to which the money is due.

(*i*) At stations where payments are made by naval disbursing officers: A third copy of the post-exchange voucher covering men discharged or sentenced to terms of imprisonment while in debt to the United States, transferred to ships, to the deserters' roll, and court-martial prisoners not in a pay status, respectively, will be prepared by the proper marine officer, revised, and certified to agree with the original as paid by the disbursing officer, and transmitted with the third copy of pay rolls, as prescribed by regulations, to the Paymaster, Marine Corps.

(11) Checkages for indebtedness to a duly authorized post exchange may be made against an enlisted man on discharge only after all indebtedness to the United States has been settled and checkages for absence without leave, etc., have been made, but no checkage on account of a post exchange may be made on discharge against a man's travel allowance or where the same would result in an overpayment.

(12) Exchange officers will properly indorse and promptly return to the disbursing officer concerned the letter transmitting post-exchange checks (NMC–661). In event it is desired by the exchange officer to hold such forms for a period of over five days after receipt

of same, a letter explaining why this form is not returned will be sent to the disbursing officer who made the payment.

(13) "The General Accounting Office desires that the following procedure be observed by all pay officers: That any issues by the post exchange after date of approval of a sentence, and while a man is awaiting transfer to a prison, should not be charged on the marine rolls against pay accruing prior to approval. This should be handled by the post-exchange officer through a request for reimbursement on the Navy pay officer of the prison to whom the man's account is transferred, said request for reimbursement to be supported by the 'chits' or other acknowledgment of the receipt by the man, and certified to by the issuing officer as issues after date of approval of sentence only. The pay officer of the prison can then settle with the post-exchange officer through the medium of a public bill and charge the prisoner with the amount thereof as 'prison expense issues,' chargeable against the $3 per month allowed to the man under his sentence" (Bu. Memo. 154, p. 2930).

### RETIRED ENLISTED MEN

## 25-162

(1) (*a*) When an enlisted man shall have served 30 years either in the Army, Navy, or Marine Corps, or in all, he shall, upon making application to the President, be placed upon the retired list, with 75 percent of the pay and allowances he may then be in receipt of: *Provided*, That in computing the necessary 30 years' time all service in the Army, Navy, and Marine Corps shall be credited (Act of March 2, 1907, 34 U. S. C. 431, as amended by sec. 19, Act of June 16, 1942, 56 Stat. 369). [C. M. C. M. 3.]

(*b*) Omitted. [C. M. C. M. 3.]

(2) Under the provisions of the above quoted Act the retired pay of an enlisted man is required to be computed on his active duty pay in the grade held by him when application for retirement is made, and there is no authority for payment of increased or reduced retired pay based on a change in rating of an enlisted man after the date of application for retirement (17 Comp. Gen. 759; 81 Ct. Cls. 884).

(3) Effective July 1, 1930, the retired pay of enlisted men accrues from and including the first day of month following that in which the marine is placed on the retired list (Act April 23, 1930, 5 U. S. C. 47a).

(4) Section 8 of the Act of June 6, 1924, as amended by the Act of June 24, 1936, 49 Stat. 1900, provides:

That retired enlisted men of the Army heretofore or hereafter retired who served honorably as commissioned officers of the Army of the United States or as commissioned officers, regular, temporary, or reserve, of the Navy or Marine Corps at some time between April 6, 1917, and November 11, 1918, shall be entitled to receive the pay of retired warrant officers of the Army; and retired enlisted men of the Regular Navy and Marine Corps heretofore or hereafter retired who served honorably as commissioned officers, regular, temporary, or reserve, in the military or naval service at some time between the aforesaid dates, and who at the time of their retirement were members of the Regular Navy or Marine Corps, shall be entitled to receive the pay of retired warrant officers of the Navy and Marine Corps, respectively: *Provided*, That such enlisted man retired prior to July 1, 1922, shall be entitled to receive the pay provided by law for retired warrant officers of equal length of service retired prior to that date, and that any such enlisted man retired subsequent to June 30, 1922, shall be entitled to receive the pay provided by law for retired warrant officers of equal length of service retired subsequent to that date: *Provided further*, That nothing in this Act shall operate to prevent any person from receiving the pay and allowances of his grade, rank, or rating on the retired list when such pay and allowances exceed the pay to which he would be entitled under this act by virtue of his commissioned service (34 U. S. C. 999).

## 25-163

**Accounts of retired men.**—The accounts of all retired enlisted men are carried by the Paymaster, Marine Corps, Washington, D. C., when not on active duty.

## 25-164

**Change of address.**—Retired enlisted men should report all changes of address in sufficient time to enable the Paymaster to correct his records before checks are prepared for the month during which the change of address is made.

## 25-165

(1) **Pay checks.**—Checks in payment of retired pay of retired enlisted men residing in the United States will be forwarded by ordinary mail, as prescribed in article 24-139 (1).

(2) Checks in payment of retired pay of retired enlisted men residing in foreign countries will be forwarded by registered mail.

(3) The provisions of article 24-139 (2) will be complied with in the cases of retired enlisted men, where applicable.

## 25-166

[Omitted. C. M. C. M. 3.]

## 25-167

(1) The accounts of all retired enlisted men not on active duty will be transcripted in one sum as per abstract, permanent additions being included in the rate of pay. The total amount expended should be carried to the account current as "military rolls."

(2) Upon the retirement of an enlisted man the provisions of article 27-25 will be complied with.

(3) Upon official notification of the death of a retired enlisted man, the paymaster will close his accounts on NMC-43, to include date of death, and forward the same to the General Accounting Office.

(4) The retired pay and allowances of an enlisted man of the Navy or Marine Corps is not a pension within the meaning of that term as used in section 4813, Revised Statutes, as amended by the Acts of March 3, 1899, and June 30, 1914 (24 U. S. C. 6). The retired pay of enlisted men of the Navy or Marine Corps who are beneficiaries of the Naval Home is not subject to the provisions of section 4813, Revised Statutes, as amended (24 U. S. C. 6) (Comp. Dec., Dec. 28, 1914).

(5) Should a retired enlisted man or fleet reservist be sentenced by a court martial to be discharged his retired pay account will be closed to and including the date on which his discharge is issued. Should he be sentenced to imprisonment his account will be closed to include the date prior to the date of approval of the sentence and transferred to the disbursing officer carrying the accounts of the prison designated.

(6) Retired enlisted men who are beneficiaries of the Naval Home do not forfeit their retired pay and allowances while inmates of the home (23 Comp. Dec. 28).

(7) For purposes of discipline the governor of the Naval Home shall have control over the pay and allowances of retired enlisted men of the Navy and Marine Corps while inmates of the Naval Home.

(8) Retired officers and enlisted men and transferred members of the Fleet Reserve transferred thereto after either 16 or 20 years' service, who served during a war period as recognized by the Veterans' Administration, having no dependents are subject to the $15 per month limitation on retired or retainer pay when they are receiving hospitalization or domiciliary care in Veterans' Administration facilities, in accordance with section 4 of the act of July 19, 1939 (Dec. Comp. Gen. B-6218, Oct. 9, 1939).

(9) Enlisted men are not entitled to travel allowances on retirement, as they are not discharged but simply transferred from the active list to the retired list. They are entitled to transportation in kind to their homes.

(10) The retired pay or allowances of a retired enlisted man, an inmate of the Government hospital for the insane, is not subject to

deduction because of any subsistence furnished him while such inmate (11 Comp. Dec. 367).

(11) In computing 75 percent of the pay that enlisted men, when placed on the retired list, "may then be in receipt of" additions to their pay for special ratings such as expert rifleman, gun pointers, etc., should not be included.

(12) Retired enlisted men of the Marine Corps who are entitled to the retired pay and allowances of warrant officers on the retired list by reason of service as commissioned officers during the World War, under the Act of June 4, 1920 (41 Stat. 786), retain their status as retired enlisted men and with such status the right to receive in addition to the retired pay and allowances of a warrant officer the full amount of 75 cents per month for each good-conduct medal, pin, or bar they may hold (1 Comp. Gen. 159; 34 U. S. C. 999).

(13) The Act of May 31, 1924, provides "That section 2 of the legislative, executive, and judicial appropriation act, approved July 31, 1894, is amended by adding at the end thereof a new sentence to read as follows: 'Retired enlisted men of the Army, Navy, Marine Corps, or Coast Guard retired for any cause, and retired officers of the Army, Navy, Marine Corps, or Coast Guard who have been retired for injuries received in battle or for injuries or incapacity incurred in line of duty shall not, within the meaning of this section, be construed to hold or to have held an office during such retirement' " (5 U. S. C. 62).

### RETIRED ENLISTED MEN, ACTIVE DUTY

## 25–170

(1) Retired enlisted men shall, when on active duty, receive full pay and allowances of the grade or rank in which they serve on such active duty (sec. 15, Act of June 16, 1942, 56 Stat. 367, 37 U. S. C. 115). [C. M. C. M. 3.]

(2) "* * * That any enlisted man of the * * * Marine Corps upon the retired list who has been ordered into active service since April sixth, nineteen hundred and seventeen, or who may hereafter be ordered into active service, shall be eligible for promotion and he shall be entitled to the pay and benefits of continuous service of such rank and for such length of time as he is or has been employed in active service, and when relieved of active service shall retain upon the retired list the rank and service held by him at the time of such relief, with the pay and allowances of such rank on the retired list; and the accounting officers of the Treasury are hereby directed to allow in the accounts of any enlisted man of the * * * Marine Corps who resigned from the retired list in order to reenlist for appointment in a higher grade, the same continuous-service pay and the benefits of such rank to which he may have been appointed upon reenlistment, as if his service had been continuous and any

difference in pay from the date of reenlistment shall be credited to his account" (Act of July 1, 1918, 34 U. S. C. 434).

(3) When retired enlisted men of the Marine Corps are ordered to active duty, a service-record book will be opened for each man reporting for such duty. The pay-account record and other pay data will be kept in the service-record book in the same manner as is now done in the case of other enlisted men.

(4) Retired enlisted men recalled to active duty who have been awarded a distinguished flying cross, distinguished-service cross, distinguished-service medal, Navy cross or medal of honor (or bar or other suitable device, emblem, or insignia issued in lieu thereof), under the Acts of July 9, 1918 (10 U. S. C. 1403), February 4, 1919 (34 U. S. C. 354), and of July 2, 1926, are entitled to additional pay at the rate of $2 per month (10 U. S. C. 1428, 1429, 1430).

### SPECIALISTS

### 25–180

[Omitted. C. M. C. M. 3.]

### TRAVEL ALLOWANCE, ENLISTED MEN

### 25–181

(1) **Law authorizing.**—"Sec. 126. Hereafter an enlisted man discharged from the Army, Navy, or Marine Corps, except by way of punishment for an offense, shall receive 5 cents per mile for the distance from the place of his discharge to the place of his acceptance for enlistment, enrollment, or muster into the service: *Provided*, That for sea travel involved in travel between place of discharge and place of acceptance for enrollment, enlistment, or muster into the Service, only transportation in kind and subsistence en route shall be allowed: *Provided further*, That enlisted men under the age of 18 discharged on the application of either of their parents or legal guardian shall be furnished with transportation in kind from the place of discharge to the railroad station at or nearest to the place of acceptance for enlistment, or to their home if the distance thereto is no greater than from the place of discharge to the place of acceptance for enlistment, but if the distance be greater they may be furnished transportation in kind for a distance equal to that from the place of discharge to the place of acceptance for enlistment" (Act of September 22, 1922, 34 U. S. C. 895).

(2) Under the foregoing act enlisted men of the Marine Corps (other than in exceptional cases) are entitled upon discharge to travel allowance via the shortest usually traveled route at the rate of 5 cents per mile for all land travel (both within the United States and abroad) and to transportation in kind (including subsistence) for sea travel

involved, from the place of actual discharge to the place of acceptance for enlistment only.

(3) **Discharge for unfitness, inaptitude (including unsuitability), or undesirability.**—A man discharged for unfitness, inaptitude (including unsuitability), or undesirability, is entitled to travel allowance (15 Comp. Dec. 573; Comp. Gen. 5447, Oct. 23, 1923). [C. M. C. M. 3.]

(4) In closing for transfer to the Fleet Marine Corps Reserve, the accounts of enlisted men who were due for transfer to the opposite coast under the provisions of article 4–24 (5), but who were not so transferred, commanding officers will show on Form NMC–90 whether or not the man has executed a waiver of his travel allowance. [C. M. C. M. 3]

## 25–182

**When not paid.**—Travel allowance should not be paid nor transportation or subsistence in kind furnished for discharges for the following causes:

(*a*) Pursuant to sentence of court martial.

(*b*) For the convenience of the man.

NOTE.—An enlisted man of the Marine Corps discharged at the request of a member of his family who becomes dependent upon him during the term of his enlistment is not discharged for his own convenience and is entitled to travel allowance (3 Comp. Gen. 139). This rule does not apply to discharge authorized for the man's own convenience in case of a dependent wife acquired subsequent to the enlistment and without the prior approval of the Commandant of the Marine Corps. [C. M. C. M. 2.]

(*c*) In order to accept an appointment, warrant, or commission.

(*d*) For fraud.

(*e*) For under age, not upon request of parent or guardian, whether over or under 18 years of age at date of discharge, or, if over 18 at date of discharge, regardless of request of parent or guardian.

(*f*) For under age, upon request of parent or guardian, if under 18 years of age on date of discharge, other than as provided in article 16–27.

(*g*) Because of desertion without trial.

(*h*) On account of imprisonment under sentence of civil court.

(*i*) Because tried and convicted by civil authorities.

(*j*) Omitted. [C. M. C. M. 2.]

(*k*) For other exceptional causes for which no precedent can be found.

## 25–183

**Under age.**—A special proviso in the Act of September 22, 1922, directs the furnishing in kind of transportation (which does not include subsistence or cash in lieu thereof) to enlisted men who are discharged on the application of either of their parents or their legal guardian, if such enlisted men are under 18 years of age at time of discharge. Such transportation shall be furnished from the place of discharge to one of the following places at the option of the man:

(*a*) The station at or nearest to the place of acceptance for enlistment.

(*b*) The man's home as stated in the service record or as disclosed in the application of parent or guardian, if the distance thereto be no greater than to the place of acceptance.

(*c*) A station en route to the man's home within the same mileage distance as to the place of acceptance, when the home is at a greater distance than to place of acceptance. (See art. 16–27.)

## 25–184

(1) **Extension of enlistment.**—The Act of September 22, 1922 (34 U. S. C. 895), amends section 3 of the Act of February 28, 1919, by making the "place of acceptance for enlistment" the point to which travel allowance must be computed when credited to a man on first extension of enlistment or on discharge to reenlist in the Navy or Marine Corps.

(2) An enlisted man who extended his original term of enlistment is entitled to travel allowance for the first extension thereof, which is payable on the date of expiration of such original term of enlistment. This travel allowance shall be computed from the place where the man may be on the date of expiration of the original term of his enlistment to the place of acceptance for such enlistment.

(3) On actual discharge from his extended enlistment, he is entitled to a second travel allowance from the place of discharge to the original place of acceptance for the enlistment thus extended. To receive the second travel allowance, the man must be actually discharged, as no right to travel allowance accrues except on a first extension.

(4) A man discharged in a foreign port for purposes of reenlisting in the Navy or Marine Corps, or whose first extension of enlistment becomes effective in a foreign port, is entitled to travel allowance from such port to the place of his acceptance for enlistment computed by the shortest usually traveled route, and such travel allowance shall consist of 5 cents per mile for such portion of the distance thus computed as in land travel only.

(5) The travel allowance of a man whose first extension of enlistment becomes effective while at sea shall be computed from the port at which the vessel next arrives to the place of acceptance for enlistment via the shortest usually traveled route. If said port be a foreign port, the computation shall be as indicated in the preceding paragraph. When an extension of enlistment is effective on a vessel at a port in the United States, where later, on the same date, the vessel sails en route to another port, travel allowance is payable from the port from which the vessel sailed to the place of acceptance for enlistment or muster into the service (Comp. Gen. A–82098, Dec. 17, 1936).

(6) An enlisted man detached from a station and granted a furlough before reporting to a new station, whose first extension of enlistment becomes effective while on such furlough, is entitled to travel allowance in such circumstances from the old station to the place of acceptance for enlistment (Comp. Gen. A-52120, November 24, 1933). [C. M. C. M. 2.]

## 25-185

(1) **Fleet Marine Corps Reserve.**—Enlisted men transferred from the Regular Marine Corps to the Fleet Marine Corps Reserve, on the date of expiration of their enlistment in the Marine Corps, are entitled upon the transfer to travel allowance as prescribed in article 25-181 (2). Enlisted men transferred from the Marine Corps to the Fleet Marine Corps Reserve, at other than an expiration of enlistment, are entitled to travel allowance as prescribed in article 25-181 (2), only when immediately released from active duty (Comp. Gen., April 6, 1925).

(2) Where a Navy enlisted man applies for transfer to the Fleet Reserve within 3 months from the date of his reenlistment, or effective date of extension of enlistment, and he had the service entitling him to transfer before he reenlisted or extended his enlistment, it will be necessary, in order to establish the bona fides of the reenlistment or extension for the purpose of paying travel allowance based on the transfer, that there be furnished evidence that a changed condition in the man's personal affairs, his family, or dependents, has arisen since the date of enlistment or extension of enlistment, of a nature making it desirable and necessary that he be so transferred, but where the application for transfer is made more than three months after the extension of enlistment or reenlistment, no question will be raised as to the bona fides of the extension or reenlistment (19 Comp. Gen. 225, amplified).

## 25-186

**United States Marine Corps Reserve.**—Enlisted men of the Marine Corps Reserve discharged and not reenlisted and enlisted men released from active duty are entitled to travel allowance for the distance from the place of discharge or release from active duty, to the place from which ordered to active duty under the same conditions as provided for enlisted men of the regular Marine Corps (Act of Dec. 14, 1942, 56 Stat. 1049). [C. M. C. M. 3.]

## 25-187

**Discharge on furlough.**—Enlisted men of the Regular Marine Corps who are discharged when on furlough without pay are not entitled to either travel allowance or transportation in kind (1 Comp. Gen. 339).

## 25–188

(1) **Medical surveys.**—Enlisted men discharged pursuant to medical surveys are entitled to the regular travel allowance set forth in article 25–181 (2).

(2) An enlisted man sick in hospital at time his first extension of enlistment becomes effective and who is subsequently discharged by reason of medical survey is in the same status as an enlisted man held beyond expiration of enlistment and is not entitled to a second payment of travel allowance upon discharge but only to the travel allowance paid at the time the extension of enlistment became effective.

## 25–189

(1) The obligation of the Government is to pay the man travel allowance for land travel, whether or not he actually makes the journey. Travel allowance for all land travel involved under the route to be used as a basis for computation will, therefore, be paid upon discharge. However, only actual transportation, with subsistence, for sea travel incident to the route to be used is authorized. When transportation with subsistence for sea travel is requested by the man it will be procured in such manner as to be nontransferable and contingent upon actual travel.

(2) For regulations relative to the issuance of transportation with subsistence for sea travel in the cases of enlisted men who request such transportation on discharge, and are entitled thereto, see article 16–25.

## 25–190

Under authority vested in the Secretary of the Navy by the Act of March 3, 1909 (34 U. S. C. 894) to determine distances and what constitutes the shortest usually traveled route in relation to travel allowance authorized for enlisted men of the Navy and Marine Corps by the Act of September 22, 1922 (34 U. S. C. 895), the Secretary of the Navy may make regulations for the computation of travel allowance in the United States by prescribing official ports of entry for discharges accomplished in prescribed zones or areas and fixing the route via that port of entry so prescribed which produces the least amount of land travel (15 Comp. Gen. 84).

## 25–191

(1) The payment of travel allowance to enlisted men of the Marine Corps shall be made in accordance with distances computed over routes established and published in the mileage table prepared pursuant to the provisions of the Act of June 12, 1906, 34 Stat. 246, as amended, 10 U. S. C. 870 (Act of Oct. 29, 1942, 56 Stat. 1011). [C. M. C. M. 3.]

(2) The following procedure for the determination of distances and of what constitutes the shortest usually traveled route shall govern in computing travel allowance on discharge and extension of enlistment in the cases of enlisted men of the Marine Corps (letter of Secretary of the Navy, Aug. 28, 1935–MM/L20–3 (341213–1); 15 Comp. Gen. 84).

(3) Where land travel only is involved, the distance from the place of discharge to place of acceptance for enlistment, as fixed in the Official Mileage Tables, United States Army, and amendments thereto, in use at the time of payment, will be used as the basis for computing travel allowance. If not obtainable in this manner distance between the points of travel will be computed by combining the distance published in Official Mileage Tables to the nearest intermediate point en route to destination with the distance published in the Official Railway Guide from such intermediate point to destination, through distance not to exceed distance published in Official Mileage Tables to a point beyond.

(4) Where sea travel or land and sea travel combined is involved, the amount of travel allowance payable will be determined by using the land distance between the place of discharge and ports of entry and/or departure and from such port to place of acceptance for enlistment, as shown by the table below, the port of entry used being that which produces the least amount of land travel:

| Place of discharge or acceptance for enlistment | Ports of entry or departure |
|---|---|
| Asiatic | Wilmington, Calif.<br>San Francisco, Calif. |
| Guam | |
| Samoa | |
| Hawaii | |
| Midway Island | |
| Wake Island | |
| Johnston Island | |
| Palmyra Island | |
| Kingman Reef | |
| Europe | New York, N. Y. |
| South America | Wilmington, Calif.<br>San Francisco, Calif.<br>New York, N. Y.<br>New Orleans, La. |
| Central America | |
| Canal Zone | |
| West Indies (except Cuba, Bermuda, Bahamas, Jamaica, Antigua, St. Lucia, Trinidad, and British Guiana). | New York, N. Y.<br>New Orleans, La. |
| Cuba | New York, N. Y.<br>New Orleans, La.<br>Port Tampa, Fla.<br>Key West, Fla. |
| Bermuda | New York, N. Y. |
| Bahamas | |
| Jamaica | |
| Antigua | |
| St. Lucia | |
| Trinidad | |
| British Guiana | |

[C. M. C. M. 3.]

(*a*) Travel allowance between San Clemente Island, Calif., and the mainland of the United States should be computed via San Diego, Calif. (Comp. Gen. A–99017, Nov. 14, 1938). As the only available transportation between San Clemente Island, Calif., and San Diego, Calif., is via Government tug, no travel allowance is payable for this distance on discharge or extension of enlistment (Comp. Gen. A–99017, Aug. 4, 1939). [C. M. C. M. 3.]

(*b*) When place of discharge or of acceptance for enlistment is in Cuba, Havana will be the port of departure or entry. [C. M. C. M. 3.]

(*c*) As the only available transportation between the islands of the Hawaiian Archipelago, Midway Island, Wake Island, Johnston Island, Palmyra Island, and Kingman Reef, and between these islands and Honolulu is via Government conveyance, no travel allowance is payable for these distances on discharge or extension of enlistment. [C. M. C. M. 3.]

(*d*) Omitted. [C. M. C. M. 3.]

(*e*) Omitted. [C. M. C. M. 3.]

(*f*) Where discharges are accomplished in a foreign country, in addition to the travel allowance which may be payable under (4) above, the enlisted man is entitled to travel allowance for land travel involved from place of discharge in the foreign country to the nearest port of departure of *commercial transportation* for the established port of entry in the United States. However, where the place of discharge in a foreign country is not inland, and the usual mode of travel from such place of discharge to port of departure from the foreign country, as indicated in the Official Mileage Tables, is by water, no travel allowance will be credited for this portion of the travel involved. [C. M. C. M. 3.]

(*g*) Where discharges are accomplished outside the continental limits of the United States, and the place of acceptance for enlistment is also outside the continental limits of the United States, no travel allowance is payable except for land travel involved from place of discharge to the nearest port of departure in that country of commercial transportation to the foreign country in which the man was accepted for enlistment—and to the place of acceptance for enlistment from the port in such foreign country nearest the place of acceptance for enlistment.

*Example A*

Place of discharge: Brussels, Belgium.
Place of acceptance: Cavite, P. I.

| | |
|---|---|
| Brussels to Antwerp, 27 miles at 5 cents | $1. 35 |
| Antwerp to Manila (sea travel). | |
| Manila to Cavite, 26 miles at 5 cents | 1. 30 |
| Travel allowance payable | $2. 65 |

*Example B*

Place of discharge: Guantanamo Bay, Cuba.
Place of acceptance: Nanking, China.

| | |
|---|---|
| Guantanamo Bay to Havana, 586 miles at 5 cents | $29. 30 |
| Havana to Shanghai (sea travel). | |
| Shanghai to Nanking, 193 miles at 5 cents | 9. 65 |
| Travel allowance payable | $38. 95 |

(*h*) In the cases of enlisted men who were accepted for enlistment in a foreign country and whose discharges are accomplished in the United States, the ports of entry in the United States established in (4) and (4) (*f*) will be considered the ports of departure for the foreign country, travel allowance being computed from the place of discharge to the appropriate port of departure from the United States and from the foreign port nearest the place of acceptance for enlistment (to which commercial sailings are available from the port of departure in the United States) to the place of acceptance for enlistment. However, where place of acceptance for enlistment is in Cuba, Havana will be considered the port of entry in that country. Where the place of acceptance for enlistment in a foreign country is not inland, and the usual mode of travel from the port of entry in the foreign country to such place of acceptance for enlistment, as indicated in the Official Mileage Tables, is by water, no travel allowance will be credited for this portion of the travel involved. [C. M. C. M. 3.]

(*i*) Travel within the continental limits of the United States, between the United States and Alaska, between the United States and Newfoundland, and in the Philippine Archipelago will be considered land travel. [C. M. C. M. 3.]

(5) The terms "foreign country" and "foreign port" as used in these instructions are defined to include all countries and ports outside the continental limits of the United States, including United States possessions.

(6) Omitted. [C. M. C. M. 3.]

## 25–192

(1) Travel allowance shall be computed so far as is practicable from the tables published in the Official Mileage Tables issued by the Finance Department of the Army, and amendments thereto. Where a distance cannot be obtained in this manner, the same should be requested, by dispatch, if necessary, from the Paymaster, Marine Corps.

(2) Wherever possible the distance should be obtained by direct reference in the OMT to the two points concerned.

Example: New York to Chicago. (Use Chicago table.)
Example: San Diego, Calif., to Lynchburg, Va. (Use Lynchburg table.)

(3) In some cases it will be found necessary to compute travel allowance between more than two points. In such cases the notation on NMC–423 of the place from and to which travel allowance is computed should show "as stated on reverse side," and the computation will be shown on the reverse side.

## 25–193

(1) **Travel by Government aircraft or when ordered to travel by commercial aircraft.**—The instructions in article 24–119 apply to enlisted personnel; except that actual and necessary expenses will not exceed $6 a day. When it has been necessary to incur unusual expenses while traveling under orders providing for actual expenses not to exceed $6 per day, request should be made to the Commandant of the Marine Corps for authority to submit claim on basis of not to exceed $8 per day. The necessity for this unusual expense should be explained. [C. M. C. M. 2.]

(2) **Travel expenses, travel by air.**—Enlisted men performing temporary duty under orders requiring travel by air may be paid allowances in accordance with paragraph (1) hereof when Government quarters and rations are not furnished or are not available. When Government quarters and mess facilities are available at a temporary duty station and their use will not interfere with the duty to be performed, these facilities should be utilized in lieu of payment of travel expense for travel by air. Commanding officers of stations where enlisted men perform temporary duty in an air-travel status will endorse the orders to the effect that:

(*a*) Quarters and rations were furnished in kind;

(*b*) Quarters and rations were not available; or

(*c*) Quarters and rations were available but the duty to be performed would not permit their use. [C. M. C. M. 3.]

### QUARTERS ALLOWANCE FOR DEPENDENTS

## 25–194

(1) **Law authorizing.**—(*a*) "Each enlisted man of the first, second, or third grade, in the active military, naval, or Coast Guard service of the United States having a dependent as defined in section 4 of this Act, shall, under such regulations as the President may prescribe, be entitled to receive, for any period during which public quarters are not provided and available for his dependent, the monthly allowance for quarters authorized by law to be granted to each enlisted man not furnished quarters in kind: *Provided*, That such enlisted men shall continue to be entitled to this allowance although receiving the allowance provided in the first paragraph of this section, if by reason of orders of competent authority his dependent is prevented from

[C. M. C. M. 3.]

dwelling with him" (sec. 10, Act of June 16, 1942, 56 Stat. 364). (See par. (7) (*b*)).

(*b*) LIMITED SERVICE MARINE CORPS RESERVE.—Enlisted men of all grades of the Limited Service Marine Corps Reserve are entitled to the money allowance for quarters on account of dependents as provided by paragraph (1) (*a*) hereof (Act of Jan. 20, 1942, 56 Stat. 10).

(2) **Executive order.**—Regulations issued pursuant to the authority of the Act cited in paragraph (1) hereof are contained in Executive Order No. 9206, dated July 27, 1942.

(3) **Allowance.**—The money allowance for quarters authorized by law for enlisted men is that provided in section 10 of the Pay Readjustment Act of 1942 and Executive orders issued pursuant thereto. The daily rates for money allowance for quarters for dependents are as prescribed in table I, article 14–103 (2), Marine Corps Manual.

(4) **Dependents defined.**—(*a*) The term "dependent" shall include at all times and in all places a lawful wife and unmarried children under 21 years of age. It shall also include the father or mother of the person concerned provided he or she is in fact dependent on such person for his or her chief support: *Provided*, That the term "children" shall be held to include stepchildren and adopted children when such stepchildren and adopted children are in fact dependent upon the person claiming dependency allowance (sec. 4, Act of June 16, 1942, 56 Stat. 361, 37 U. S. C. 104).

(*b*) WIFE AND CHILDREN.—A lawful wife and unmarried minor legitimate children are statutory dependents with no questions asked as to the fact of dependency (93 Ct. Cls. 231).

(*c*) STEPCHILDREN AND ADOPTED CHILDREN.—The terms "child" and "children" include stepchildren and adopted children who are in fact dependent upon the enlisted man claiming dependency allowance. Since the relationship between an enlisted man and his stepchild is one of affinity, such relationship terminates with the dissolution of the marriage because of the death of the wife, divorce, or otherwise, and the enlisted man's right to quarters allowance on account of stepchild ceases (8 Comp. Gen. 573).

(*d*) FATHER AND/OR MOTHER.—The terms "father" and "mother" include the enlisted man's natural father and mother provided they are in fact dependent upon the enlisted man for their chief support. The terms "father" and "mother" do not include grandparents.

(5) **Evidence necessary to support claim for dependency allowance.**—(*a*) WIFE.—Form NMC–502 will be filed with the first pay roll on which quarters allowance is claimed; on April 1 and October 1 of each year; on change of marital status other than death of wife, and upon reenlistment. In case of death of wife the date of death will be shown on pay roll.

[C. M. C. M. 3.]

(*b*) Divorce.—In case of divorced enlisted men a copy of the divorce decree, certified by the clerk of the court having jurisdiction of the case, and also a copy certified as a true copy by claimant, will be filed with the pay roll on which money allowance for quarters for dependent children is first credited. The copy certified by the clerk of the court will be returned to the enlisted man by the General Accounting Office if requested (Dec. Comp. Gen. A–65455, Sept. 25, 1935).

(*c*) Annulment.—The dependency statutes require the existence of a lawful wife to entitle an enlisted man to money allowance for quarters on account of dependents. Where an annulment is granted the marriage is void from the beginning and there has, in fact, been no lawful dependent, and any allowances paid on account of a dependent wife should be recovered from the enlisted man (22 Comp. Gen. 316).

(*d*) Children.—In the case of an enlisted man claiming money allowance for quarters for children (see paragraph (4)), Form NMC–502 will be filed with the first pay roll on which quarters allowance is claimed; on April 1 and October 1 of each year, and upon reenlistment. The date of birth of all children will be shown on NMC–502. A certificate in the following form will also be furnished in the case of enlisted men claiming allowances for adopted children:

### 1. CERTIFICATE OF ENLISTED MAN CLAIMING ALLOWANCES FOR ADOPTED CHILD OR CHILDREN

I, --------------------------------, certify that --------------------------------
is my adopted child and will be ---------- years of age at its next birthday;
that it was adopted by me pursuant to the laws of --------------------, cer-
(State)
tified copy of adoption papers filed herewith (or filed with voucher No. ------
----------------, ----------, accounts of --------------------); that the child
(Month) (Year)
was ---------------- related to me by blood or marriage as my ----------------
before adoption; that the adoption by me was for the child's benefit; that it was not adopted by me to secure any personal or pecuniary advantage; either in the way of increase in my pay or allowances, or otherwise; that the child is now residing with ---------------------------- ----------------------------
(Name) (Address)
related to me by blood or marriage as my ------------------------ and related to the child as --------------------; that the child is not possessed of property or income adequate for its support; that it is not the beneficiary either directly or through others, of any trust or estate entitling it to income adequate for its support and education; that I actually and necessarily contribute from my own personal funds $---------- each month solely for the care, maintenance, support, and education of the said child.

Note.—The above certificate may be modified to adapt the wording to the particular requirements of special cases, and will be filed with each pay roll or voucher on which allowance is claimed.

[C. M. C. M. 3.]

### ADDITIONAL REQUIREMENTS IN CASE OF AN ADOPTED CHILD

2. CHILDREN.—

In addition, in all cases where the child is residing with its natural parent or parents or their whereabouts are known an affidavit will be required from each of the parents, if both survive, executed on Standard Form No. 1037, to be filed with the first voucher on which payment of increased allowances for an adopted child is made to the enlisted man and on the 1st of April and October thereafter; Standard Form 1037 executed by the father of the child should answer questions Nos. 1, 2, 3, 7 (modified to show his employment or occupation by period and income for the past 25 years), 8 (last half), 9, 10, 13, 14, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, and 30. All questions to be answered fully. An affidavit of the person or officer of the institution having the care of the child, in which the following questions shall be answered, must also be filed; in the case of the natural parent or parents, it may be included as an addition to the affidavit or affidavits on Standard Form No. 1037. The affidavit must accompany the pay roll or voucher on which the first payment to the enlisted man of increased allowances for an adopted child is made, and on every April 1 and October 1 thereafter.

*a.* What amount is remitted to you monthly by ------------------------------?
(Name of claiming enlisted man.)

*b.* How is the amount remitted----------------------------------------------
(Describe as by personal check, bank draft, post office money order, registered allotment, or, if otherwise, indicate specifically.)

*c.* Is the amount necessary for the support of----------------------------------
(Adopted child.)
and is it used solely for that purpose?

*d.* Do you include in the cost of the support of---------------------------------
(Adopted child.)
payable from the amount contributed by ------------------------------ any-
(Claiming enlisted man.)
thing for rent of room or house or for your services in caring for the child?

*e.* Give in detail the principal items of cost of the support of ---------------
(Adopted child.)
-------------- and the value of each.

*f.* Has ------------------------------ any property in its own right?
(Adopted child.)

*g.* Is the property in the custody of a court under guardianship proceedings? If so, describe fully.

*h.* Is the child the beneficiary of any trust or estate, directly or through others? If so, describe fully, indicating clearly estimated value of the trust or estate, the child's share, and the annual income accruing to the child.

*i.* Was the adoption of ---------------------------- by ------------------.
(Adopted child) (Claiming enlisted man.)
---------- necessary or desirable for the benefit of the child?

*j.* What benefit results to ------------------------------ by reason of its
(Adopted child)
adoption by ------------------------------ that it would not have had or
(Claiming enlisted man.)
received without such adoption?

3. An enlisted man having an adopted child must, if the adopted child is not in his custody, substantiate the additional allowances (except when a Government allotment has been registered for this purpose) by filing with each monthly pay roll or voucher evidence in the form of certified copies of receipts, pay checks, etc., bearing on the contribution to the support of the adopted child. Money-order stubs or receipts signed by dependent adopted child or children do not fill this requirement (9 Comp. Gen. 299).

[C. M. C. M. 3.]

(*e*) FATHER AND MOTHER.—1. Upon first claiming quarters allowance on account of dependent father and/or mother, enlisted men will be required to submit their claim on individual voucher, Form NMC–90, covering the period for which money allowance for quarters is claimed (Dec. Comp. Gen. B–15346, Aug. 5, 1941). The regular monthly pay will not be included in this claim. A certificate in the following form will be entered under "Remarks" on Form NMC–90, over the signature of the enlisted man:

I certify that I have contributed to the support of my ______________________
(Father and/or mother.)
during the period for which allowances are claimed, in the sum of $__________, in cash or its equivalent without any consideration in return, which contribution represents his and/or her chief source of support, and each and every statement set forth in his and/or her affidavit (B. N. P. Form 669) dated ________________, attached hereto, is true and correct.

2. Claims of dependent father and/or mother will be supported by affidavit executed on Form B. N. P. 669. When claim is made for quarters allowance on account of dependent father, and the enlisted man's mother is living, an affidavit must also be made by the mother giving substantially the same information. When claim is made for quarters allowance on account of dependent mother, and the enlisted man's father is living, an affidavit must also be made by the father giving substantially the same information. If either the mother or father is mentally or physically incapacitated to the extent that he or she is unable to execute the required affidavit, statement of attending physician as to such incapacitation must be furnished. Certificates of the commanding officer and the disbursing officer in the following form will also be furnished:

### CERTIFICATE OF COMMANDING OFFICER

I certify that from ____________________, to ____________________, no quarters
(Date.) (Date.)
were available or assigned the dependents of ______________________________,
(Name and rank.)
U. S. Marine Corps, and that he was not authorized or entitled to receive non-travel-money allowance for quarters in his own right under the provisions of section 10 of the Act of June 16, 1942, 56 Stat. 364, and regulations issued pursuant thereto.

______________________________
(Signature of C. O.)

### CERTIFICATE OF DISBURSING OFFICER

I certify that from ____________________, to ____________________, the account
(Date.) (Date.)
of ______________________________, U. S. Marine Corps, was carried on the rolls
(Name and rank.)
of this office, and that he was not credited nor paid non-travel-money allowance for quarters in his own right, and that his account was not checked for AOL, AWOL, or IHCA, during the period covered by this certificate.

______________________________
(Signature of D. O.)

[C. M. C. M. 3.]

3. The voucher, together with the affidavits and supporting certificates, will be assembled by the disbursing officer carrying the account of the enlisted man at the time the claim is submitted, and transmitted by letter to the Commandant, U. S. Marine Corps, via the Paymaster, Headquarters, U. S. Marine Corps, for determination of the fact of dependency. No credit will be made on pay rolls because of quarters allowance on account of dependent mother and/or father prior to such determination by the Commandant of the Marine Corps.

4. After the dependency of mother and/or father has been established, Form NMC–502 will be filed with the first payroll on which credit is made for quarters allowance on account of dependent mother and/or father, on April 1 and October 1 of each year, upon change of status of the mother and/or father, and upon reenlistment.

(6) **Reserve.**—An enlisted man of the Reserve claiming money allowance for quarters for dependent mother and/or father, in addition to the information required by paragraph (5) (e) hereof, will be required to submit an affidavit answering the following questions:

(Modify these questions to include dependent father)

1. Do you reside with your mother?
2. If so, do you maintain a household?
3. If not, what are the living arrangements of yourself and mother?
4. Is the contribution made by you for the support of your mother as shown on her affidavit the amount set aside for the conduct of the household?
5. Does the amount so contributed cover the cost of your board and lodging as such, or as a consequence of your maintaining the household?
6. If you have brothers and sisters, do they contribute toward the support of your mother?
7. If not, are they, or any of them, reasonably able to do so?
8. Do you receive any incidental or consequential benefits by bearing the principal burden of your mother's support, such as a reversionary right to common family property, real or personal, tangible or intangible, or otherwise?
9. What is your occupation in civil life?
10. If employed, by whom?
11. What is your salary?
12. What was your total income during the preceding calendar year?
13. Did you make an income tax return for that year?
14. If so, did you claim exemption as to the head of a family by reason of being the sole support of your mother? If not, why was the exemption not claimed?
15. In what Internal Revenue District was your income tax return filed?
16. Has there been a substantial change in your income since December 31, last?

(7) **Only one allowance payable.**—(*a*) An enlisted man entitled to non-travel-money allowance for quarters in his own right under the provisions of table I, article 14–103 (2), Marine Corps Manual, is not entitled to the money allowance for quarters for dependents (see (*b*) below). An enlisted man in receipt of the money allowance for quarters for dependents and transferred to duty entitling him to non-travel-money allowance for quarters in his own right will continue to

[C. M. C. M. 3.]

be paid the money allowance for quarters for dependents in lieu of the non-travel-money allowance for quarters in his own right as provided in table I, article 14–103 (2), Marine Corps Manual.

(*b*) DEPENDENTS PREVENTED FROM DWELLING WITH MAN.—An enlisted man entitled to the money allowance for quarters in his own right shall continue to be entitled to the money allowance for quarters on account of dependents if by reason of orders of competent authority his dependent is prevented from dwelling with him. There is no authority competent to prohibit the dependents of an enlisted man from dwelling with him within the United States. Consequently, an enlisted man on duty within the United States may be paid only one quarters allowance (22 Comp. Gen. 180).

(8) **Travel status.**—An enlisted man entitled to money allowance for quarters for dependents shall continue to receive such allowance during periods while in a travel status and entitled to a travel-money allowance for quarters under the provisions of table II, article 14–103 (3), Marine Corps Manual. An enlisted man in receipt of a money allowance for quarters for dependents shall continue to receive such allowance for periods during which his dependents are furnished transportation, either by Government conveyance or at the expense of the Government (20 Comp. Gen. 522).

(9) **Occupying low cost housing units on a rental basis.**—The money allowance for quarters authorized for an enlisted man is an allowance to enable him to procure quarters from a source other than the Government. Where an enlisted man occupies low cost housing units and is required to pay rent therefor he is entitled to be paid the money allowance for quarters for dependents (21 Comp. Gen. 260).

[C. M. C. M. 3.]

25–195 to 26–0

## CHAPTER 26

# ADDITIONAL PAY FOR AVIATION

## 26–1

Paragraph 1 of section 18 of the Act of June 16, 1942, provides as follows:

SEC. 18. Officers, warrant officers, nurses, and enlisted men of any of the services mentioned in the title of this Act and members of the Reserve forces of such services, and the National Guard shall receive an increase of 50 per centum of their pay when by orders of competent authority they are required to participate regularly and frequently in aerial flights, and when in consequence of such orders they do participate in regular and frequent flights as defined by such Executive orders as have heretofore been, or may hereafter be, promulgated by the President: *Provided*, That when personnel of the National Guard are entitled to armory-drill pay, the increase of 50 percentum thereof herein provided shall be based on the entire amount of such armory-drill pay to which they shall be entitled for a calendar month or fractional part thereof, and the required aerial flights may be made at ordered drills of an air-service organization, or at other times when so authorized by the President. Regulations in execution of the provisions of this paragraph shall be made by the President and shall, whenever practicable in his judgment, be uniform for all of the services concerned. [C. M. C. M. 3.]

## 26–2

### EXECUTIVE ORDER NO. 9195

### REGULATIONS RELATING TO AERIAL FLIGHTS BY PERSONNEL OF THE ARMY, NAVY, MARINE CORPS, COAST GUARD, AND NATIONAL GUARD

For the purpose of carrying into effect the provisions of section 20 of the act of Congress approved June 10, 1922, as amended by section 6 of the act of July 2, 1926 (44 Stat. 780, 782), and of section 18 of the Pay Readjustment Act of 1942, approved June 16, 1942 (Public Law 607—77th Congress, 2d Session), relative to increased pay for personnel of the Army, Navy, Marine Corps, Coast Guard, and National Guard when by orders of competent authority they are required to participate regularly and frequently in aerial flights, and when in consequence of such orders they do participate in regular and frequent flights, the following regulations are hereby promulgated and made applicable to all officers, warrant officers, nurses, and enlisted men of all branches of the Army, Navy, Marine Corps, Coast Guard, and National Guard.

[C. M. C. M. 3.]

1. *Definitions as used in these regulations.*—

(a) The term "qualified aircraft pilot" shall be construed to include any commissioned or warrant officer or enlisted man of any branch of his respective service who on July 2, 1926, held any aeronautical rating as pilot in the Army Air Corps, or who has been or may hereafter be given by competent authority in the respective services an aeronautical designation or rating as an aviator or pilot of service types of aircraft in the Army, Navy, Marine Corps, Coast Guard, or National Guard.

(b) The term "qualified aircraft observer" shall be construed to include any commissioned or warrant officer or enlisted man who has been or may hereafter be given by competent authority in the respective services any aeronautical designation or rating as an observer in the Army, Navy, Marine Corps, Coast Guard, or National Guard.

(c) The term "student aviator" shall be construed to include any officer or warrant officer in the Navy, Marine Corps, or Coast Guard who is duly appointed and assigned to a course of instruction in piloting aircraft.

(d) The term "student aviation pilot" shall be construed to include any enlisted man in the Navy, Marine Corps, or Coast Guard who is duly appointed and assigned to a course of instruction in aircraft pilot duties.

(e) The term "student aviation observer" shall be construed to include any officer, warrant officer, or enlisted man in the Navy, Marine Corps, or Coast Guard who is duly appointed and assigned to a course of instruction in aircraft observer duties.

(f) The term "student naval flight surgeon" shall be construed to include any naval medical officer who is duly appointed and assigned flight instruction leading to the designation of naval flight surgeon.

(g) The term "aerial flight" is defined as a journey in an aircraft. It begins when the aircraft takes off from rest at any point of support and terminates when it next comes to a complete stop at a point of support.

(h) The term "aviation accident" shall be construed to mean an accident in which an officer, warrant officer, member of the Army Nurse Corps or Navy Nurse Corps (female), or enlisted man who is required to participate regularly and frequently in aerial flights is injured while an occupant of an aircraft or as the result of jumping from, being thrown from, or being struck by, an aircraft or any part or auxiliary thereof, or in which appropriate medical authority of the services attests that injury resulted from participation in duly authorized aerial flights.

(i) The term "Army Air Forces" includes Air Forces units and individuals assigned to duty with defense commands, task forces, base commands, and in theaters of operations.

2. Each officer or warrant officer who is a qualified aircraft pilot and who is not unfit for duties as such, and who is commissioned in the Army Air Corps or on duty with the Army Air Forces, or who is duly assigned to duty in any part of the aeronautic organization of the Navy, Marine Corps, or Coast Guard, including those assigned to special, administrative, or school duties, shall be required to participate regularly and frequently in aerial flights; orders requiring such flights shall be issued by the Commanding General of the Army Air Forces or by such officer or officers as he may designate for the Army, the Chief of Naval Personnel for the Navy, the Commandant of the Marine Corps for the Marine Corps, or by the Commandant of the Coast Guard for the Coast Guard, and such orders shall remain in force for the entire period of such commission, duty or assignment, except as hereinafter provided in paragraph 12.

3. Each officer or warrant officer who is a qualified aircraft observer, or a qualified aircraft pilot who is unfit for piloting duties, but is fit and desired for other flying duty, and who is commissioned in the Army Air Corps, or on duty with the Army Air Forces, or who is duly assigned to duty in any part of the aeronautic organization of the Navy, Marine Corps or Coast Guard, may be required to participate regularly and frequently in aerial flights; orders requiring

such flights shall be issued by the Commanding General of the Army Air Forces or by such officer or officers as he may designate for the Army, the Chief of Naval Personnel for the Navy, the Commandant of the Marine Corps for the Marine Corps, or by the Commandant of the Coast Guard for the Coast Guard, and such orders shall remain in force for the entire period of such commission, duty or assignment, except as hereinafter provided in paragraph 12.

4. Each officer of the Medical Corps of the Army or of the Navy who is duly assigned to duty with any aeronautic headquarters or unit of the Army, Navy, Marine Corps, or Coast Guard, or assigned to duty at a station where there is an aeronautic unit, and who has qualified as a flight surgeon or as an aviation medical examiner may be required to participate regularly and frequently in aerial flights by the Commanding General of the Army Air Forces or by such officer or officers as he may designate for the Army, or by the Chief of Naval Personnel for the Navy and Marine Corps, and any orders for such requirement shall remain in force for the entire period of such assignment, except as hereinafter provided in paragraph 12.

5. Each officer, warrant officer or enlisted man of the Army, who is duly assigned to a course of instruction for qualification as aircraft pilot or aircraft observer, and each officer, warrant officer, or enlisted man of the Navy, Marine Corps, or Coast Guard who is duly appointed a student aviator, a student aviation pilot, a student aviation observer, or a student naval flight surgeon, shall be required to participate regularly and frequently in aerial flights; orders for such requirement shall be issued by the Commanding General of the Army Air Forces or by such officer or officers as he may designate for the Army, the Chief of Naval Personnel for the Navy, the Commandant of the Marine Corps for the Marine Corps, or by the Commandant of the Coast Guard for the Coast Guard, and orders for such requirement shall remain in force for the entire period of his course of instruction, except as hereinafter provided in paragraph 12.

6. Each enlisted man who is on duty with the Army Air Forces or is serving in any part of the aeronautic organization of the Navy, Marine Corps, or Coast Guard, and who is a qualified aircraft pilot or observer, shall be required to participate regularly and frequently in aerial flights by his commanding officer; orders for such requirement shall remain in force for the entire period of such assignment, except as hereinafter provided in paragraph 12; orders for such requirement and their revocation shall be reported to the Commanding General of the Army Air Forces or to such officer or officers as he may designate for the Army, the Chief of Naval Personnel for the Navy, the Commandant of the Marine Corps for the Marine Corps, or to the Commandant of the Coast Guard for the Coast Guard.

7. Each enlisted man who is on duty with the Army Air Forces or is serving in any part of the aeronautic organization of the Navy, Marine Corps, or Coast Guard, and who is not a qualified aircraft pilot or observer, may be required to participate regularly and frequently in aerial flights by his commanding officer, and orders for such requirement shall remain in force for the entire period of such assignment, except as hereinafter provided in paragraph 12; orders for such requirement and their revocation shall be reported to the Commanding General of the Army Air Forces or to such officer or officers as he may designate for the Army, the Chief of Naval Personnel for the Navy, the Commandant of the Marine Corps for the Marine Corps or the Commandant of the Coast Guard for the Coast Guard.

8. Each officer, warrant officer, member of the Army Nurse Corps or Navy Nurse Corps (female), or enlisted man other than those specified in paragraphs 2, 3, 4, 5, 6, and 7, may be required to participate regularly and frequently in aerial flights; orders for such requirement shall be issued by the Commanding General of the Army Air Forces or by such officer or officers as he may designate for personnel commissioned in the Army Air Corps or on duty with the Army Air Forces, the Secretary of War or such officer or officers as he may designate for

other branches of the Army, the Chief of Naval Personnel for the Navy, the Commandant of the Marine Corps for the Marine Corps, or by the Commandant of the Coast Guard for the Coast Guard, and orders for such requirement shall remain in force for the entire period of such assignment, except as hereinafter provided in paragraph 12.

9. Officers, warrant officers, and enlisted men of the National Guard in the active military service of the United States shall be subject to the requirements of paragraphs 2 to 8 hereof, inclusive. Officers, warrant officers, and enlisted men of the National Guard not in the active military service of the United States who come within the following classes will be considered as on duty requiring them to participate regularly and frequently in aerial flights, and no further orders requiring participation regularly and frequently in aerial flights will be required for those enumerated in (a), (b), (c), and (e):

(a) Officers and warrant officers belonging to Army Air Forces organizations of the National Guard who by applicable tables of organization are classified pilots or observers.

(b) Enlisted men belonging to Army Air Forces organizations of the National Guard who by applicable tables of organization are classified as flight chiefs, crew chiefs, or master photographers.

(c) Officers of the Medical Corps attached to Army Air Forces organizations of the National Guard, who by applicable tables of organization are classified as flight surgeons.

(d) In addition to the above, such officers, warrant officers, and enlisted men belonging to or attached to Army Air Forces organizations of the National Guard as may be detailed to such duty by written orders issued by the Senior Army Air Forces Commander of each State: *Provided*, That the number of additional enlisted men so detailed in any organization shall not exceed ten percentum of the maintenance enlisted strength of such organization including attached personnel.

(e) Officers, warrant officers, and enlisted men, who, under authority of the Secretary of War are in attendance at a course of instruction in aircraft pilot duties, aircraft observer duties, or flight surgeon duties at a service school.

10. For personnel of the Army, Navy, Marine Corps, Coast Guard, or National Guard (when in the active military service of the United States and when participating in exercises or performing duties provided for by sections 94, 97, and 99 of the National Defense Act, as amended), who are required by competent authority to participate regularly and frequently in aerial flights, the following requirements are prescribed: *Provided*, That any officer, warrant officer, member of the Army Nurse Corps or Navy Nurse Corps (female), or enlisted man who has been required to participate regularly and frequently in aerial flights by orders of competent authority and who as a result of such orders has participated regularly and frequently in aerial flights, as defined in this Executive Order, and who subsequently becomes incapacitated for flying by reason of an aviation accident shall not be required to perform such aerial flights during such incapacity for a period not to exceed three months following the date of said accident:

| | |
|---|---|
| (a) During one calendar month. | 10 or more flights totaling at least three hours, or in lieu thereof to be in the air a total of at least four hours. |
| (b) During two consecutive calendar months, when the requirements of subparagraph (a) above have not been met. | 20 or more flights totaling at least six hours, or in lieu thereof to be in the air a total of at least eight hours. |
| (c) During three consecutive calendar months, when the requirements of subparagraph (b) above have not been met. | 30 or more flights totaling at least nine hours, or in lieu thereof to be in the air a total of at least twelve hours. |

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(d) For fractions of a calendar month the number of aerial flights and the time in the air required shall bear the same ratio to the number of flights and the time in the air required for a full calendar month as the period in question bears to a full calendar month.

(e) For fractions of two consecutive calendar months the period in question shall be considered as a unit and the number of aerial flights and time in the air required shall bear the same ratio to the number of aerial flights and time in the air required for a full calendar month as the period in question bears to a full calendar month.

(f) Where the commanding officer of any officer, warrant officer or enlisted man who has been required by orders of competent authority to participate in regular and frequent aerial flights certifies that due to military operations of the particular command under combat conditions, such officer, warrant officer or enlisted man was unable to perform the aerial flights required by subparagraph (c) hereof, such officer, warrant officer or enlisted man may comply with the requirements herein prescribed by performing sixty or more flights totaling at least eighteen hours, or, in lieu thereof, being in the air a total of at least twenty-four hours over a period of six consecutive calendar months.

NOTE.—The above requirements for any particular period may be met at any time during such period.

(g) Each officer, warrant officer, or enlisted man who is required by competent authority to participate regularly and frequently in aerial flights and who is a qualified aircraft pilot, and who is fit for duty as such, shall make the flights above required as a pilot, except that an officer, warrant officer, or enlisted man who is both a qualified pilot of lighter-than-air aircraft and a qualified aircraft observer shall make the flights above required either as pilot or as observer as may be directed by competent authority.

(h) Each officer, warrant officer, or enlisted man who is required by competent authority to participate regularly and frequently in aerial flights, and who is a qualified aircraft observer but is not a qualified aircraft pilot shall make the flights above required as observer.

(i) Each officer, warrant officer, member of the Army Nurse Corps or Navy Nurse Corps (female), or enlisted man other than a qualified aircraft pilot or a qualified aircraft observer who is required by competent authority to participate regularly and frequently in aerial flights shall make the flights above required in the capacity directed by the authority issuing the order requiring the flights.

11. For each officer, warrant officer, or enlisted man of the National Guard not in the active military service of the United States who is in an armory drill pay status and who is required to participate regularly and frequently in aerial flights the following requirements are prescribed:

| | |
|---|---|
| (a) During one calendar month of any quarterly period. | 4 or more flights totaling at least 72 minutes, or in lieu thereof to be in the air a total of at least 96 minutes. |
| (b) During two consecutive calendar months of any quarterly period, when the requirements of subparagraph (a) above have not been met. | 8 or more flights totaling at least 144 minutes, or in lieu thereof to be in the air a total of at least 192 minutes. |
| (c) During three consecutive calendar months of any quarterly period when the requirements of subparagraph (b) above have not been met. | 12 or more flights totaling at least 216 minutes, or in lieu thereof to be in the air a total of at least 288 minutes. |

(d) Such required flights may be made at ordered drills of the Army Air Forces organization to which such officer, warrant officer, or enlisted man belongs or is attached, or at other times when so authorized by the senior Army Air Forces commanding officer of the State.

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(e) For fractions of a calendar month, the number of aerial flights and the time in the air required shall bear the same ratio to the number of flights and the time in the air required for a full calendar month as the period in question bears to the entire month.

(f) The duties prescribed above shall be in addition to any other duty or duties which may be required of such officers, warrant officers, and enlisted men while in attendance at assemblies for drill and instruction, and while participating in exercises or performing duties provided for by sections 94, 97, and 99 of the National Defense Act, as amended.

12. A commanding officer shall suspend from flying any officer, warrant officer, member of the Army Nurse Corps or Navy Nurse Corps (female), or enlisted man under his command who, in his opinion, is unfit for flying, except as a result of an aviation accident. When the suspension is for a minor illness or injury not the result of an aviation accident, the suspension and subsequent revocation thereof may be ordered by the commanding officer of the person concerned without reference to higher authority. In all other cases such action shall be reported with the reasons therefor, for confirmation to the Commanding General of the Army Air Forces or to such officer or officers as he may designate for personnel commissioned in the Army Air Corps or on duty with the Army Air Forces, the Secretary of War or such officer or officers as he may designate for other branches of the Army or to the officer who issued the order requiring the person concerned to participate regularly and frequently in aerial flights for the Navy, Marine Corps and Coast Guard. The confirmation of such action shall have the effect of suspending the order to participate regularly and frequently in aerial flights as to the person concerned from the date such suspension from flying was made. When any officer, warrant officer, member of the Army Nurse Corps or Navy Nurse Corps (female), or enlisted man so suspended from flying becomes, in the opinion of his commanding officer, again fit for flying, the commanding officer shall revoke such suspension from flying, and such action shall be reported with reasons therefor, for confirmation to the authority who confirmed the suspension from flying. The confirmation of such revocation shall have the effect of terminating the suspension of the person concerned from the date of such revocation by his commanding officer: *Provided*, That in the case of suspension from flying by reason of sickness or injury incurred in line of duty and subsequent removal thereof, such suspension shall be considered as nullified from its beginning, and the person concerned shall be entitled to increased pay for flying provided the requirements of paragraph 10 above are complied with.

13. Authorized leaves of absence of personnel required by orders of competent authority to participate regularly and frequently in aerial flights shall not suspend such orders for pay purposes.

14. Compliance with the foregoing requirements constitutes participation in regular and frequent aerial flights within the meaning of the act approved July 2, 1926 (44 Stat. 780), and the act approved June 16, 1942 (Public Law 607, 77th Congress, 2nd Session), and no flight pay shall accrue to any person during any period in which the provisions of this order are not complied with: *Provided*, That nothing herein contained shall affect the flying pay of non-flying officers who perform the number of aerial flights required by any applicable act of Congress.

Except for the provisions of section 10 (f) hereof, which shall be effective from and after December 7, 1941, the provisions of this order shall be effective as of June 1, 1942, and shall supersede Executive Order No. 5865 of June 27, 1932, as amended by Executive Order No. 8706 of March 6, 1941.

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE,
*July 7, 1942.*

[C. M. C. M. 3.]

## 26–3

(1) The words, "when by order of competent authority they are required to participate regularly and frequently in aerial flights * * * as are authorized for the performance of like duties in the Army," quoted in article 26–1, refer to the increase in pay of 50 percent of the base pay plus longevity.

(2) The additional pay of $2 per month throughout their active service authorized by law for enlisted men of the Navy who have been awarded a Medal of Honor, Distinguished Service Medal, Navy Cross, or Distinguished Flying Cross being a permanent addition to their pay should be included in computing the "increase of 50 percent of their pay" for flying duty (7 Comp. Gen. 427).

## 26-4

(1) The Executive order embodying the regulations required by section 20 of the act, as amended, has as its underlying principles:

(*a*) That an officer, warrant officer, or enlisted man, assigned to duty in the aeronautic organization of the Marine Corps must receive orders of competent authority which require him to participate regularly and frequently in aerial flights.

(*b*) That he must perform the flying prescribed in the Executive order.

(2) It is evident that Congress intended the increased pay for flying as a compensation for the risk incurred by reason of flying and therefore a minimum amount of flying is required to entitle a person, under orders requiring aerial flights, to the increase in pay, and this minimum is the same for all personnel.

(3) Means of suspending flight pay have been provided to apply in cases where it is impossible for an individual to meet the flight requirements.

(4) Orders requiring aerial flights in the case of officers, warrant officers, and qualified enlisted men will be issued or approved by the Major General Commandant, and, in the case of unqualified enlisted men, by the commanding officer. In the case of all enlisted men a new assignment to duty and new orders requiring participation regularly and frequently in aerial flights must be issued by competent authority following a discharge and reenlistment. Paragraph 12 of the Executive order provides the means of suspending flying pay as will be explained hereafter. Officers, warrant officers, and qualified enlisted men will be ordered to duty in the aeronautic organization of the Marine Corps. Their orders requiring aerial flights may be contained in the same orders or may be in the form of a separate order, but without such orders they cannot become entitled to flight pay. Both qualified and unqualified personnel are required to file a certified copy of designation or appointment as pilot, observer, etc., with the disbursing officer as a pay-roll voucher.

(5) Existing orders, designations, or appointments shall remain in effect until superseded by further orders, designations, or appointments, but the flight requirements prescribed by paragraph 10 are effective from July 1, 1927.

(6) Orders requiring aerial flights continue in effect during the entire period of commission, assignment, or attachment with any part of the aeronautic organization of the Marine Corps except as provided in paragraph 12 of the Executive Order. The effective date of orders requiring aerial flights and the date of termination of such orders mark the period during which flight pay may be credited; therefore if the flight requirements (par. 10) are met for the month or fraction thereof in which the orders are effective, flight pay is due from the effective date to the end of that month, similarly, if the flight requirements are met up to and including the month or frac-

tion thereof in which the orders are terminated flight pay is due from the first of such month to and including the date of termination of the orders.

(7) An order to an officer requiring aerial flights, other conditions being met, is effective pursuant to its terms, for purposes of flight pay, when the officer named reports for and enters upon duty thereunder. Where an officer is in a nonduty status, such as leave, sick, etc., when orders requiring aerial flights are issued, such orders shall not be effective, for purposes of pay, until he shall have returned to a duty status, and reported for, and entered on, duty under such orders requiring aerial flights.

Examples.—(*a*) Officer's orders requiring aerial flights dated December 1. Orders received by officer December 5, reported for, entered on duty thereunder same date. For purposes of pay such orders are effective from December 5.

(*b*) Same order as in example (a): Received December 5, reported for, and entered on duty thereunder December 7. For purposes of pay orders are effective December 7.

(*c*) Same orders as in example (a): Officer on leave expiring with December 15. Reported for, and entered on, duty under orders December 16. For purposes of pay orders are effective from December 16 (Comp. Gen. A. D. 7543 of May 11, 1923).

(8) Paragraph 10 makes obligatory a minimum amount of flying as follows:

(*a*) During one calendar month, 10 flights totaling at least 3 hours, or in lieu thereof to be in the air a total of 4 hours.

(*b*) During two consecutive calendar months when the requirements of subparagraph (*a*) have not been met, 20 flights totaling at least 6 hours, or in lieu thereof to be in the air a total of 8 hours.

(*c*) During three consecutive calendar months when the requirements of subparagraph (*b*) above have not been met, 30 flights totaling at least 9 hours, or in lieu thereof to be in the air a total of 12 hours.

(*d*) For fractions of a calendar month the number of aerial flights and the time in the air required shall bear the same ratio to the number of flights and the time in the air required for a full calendar month as the period in question bears to a full calendar month.

(*e*) For fractions of two consecutive calendar months, the period in question shall be considered as a unit and the number of aerial flights and the time in the air required shall bear the same ratio to the number of aerial flights and time in the air required for a full calendar month as the period in question bears to a full calendar month.

NOTE.—The above requirements for any particular period may be met at any time during such period.

(9) (*a*) The normal flight requirement is 10 flights totaling at least three hours or four hours in the air each calendar month, and

therefore the alternative two or three months' period in which the flight requirements are permitted to be met must begin with the first month in which flight requirements are not met.

(*b*) It will be noted that only a pro rata number of flights based on 10 flights totaling 3 hours or the pro rata time requirement of 4 hours must be performed for fractions of a calendar month and for fractions of two consecutive calendar months. This provision has application generally to cases of reservists on training duty for fractions of a month, cases of first reporting under aviation orders during a month, and to cases where officers or enlisted men are ordered to flying duty for a limited period, where such flying duty involves a fraction of one month and a fraction of the succeeding month. The number of flights, based on the requirement of 10 flights totaling 3 hours for a calendar month, may be determined for a fractional part of a month from the following table:

| Days | Flights required | Time of duration | | Days | Flights required | Time of duration | |
|---|---|---|---|---|---|---|---|
| | | *Hr.* | *Min.* | | | *Hr.* | *Min.* |
| 1 | 1 | | 6 | 16 | 6 | 1 | 36 |
| 2 | 1 | | 12 | 17 | 6 | 1 | 42 |
| 3 | 1 | | 18 | 18 | 6 | 1 | 48 |
| 4 | 2 | | 24 | 19 | 7 | 1 | 54 |
| 5 | 2 | | 30 | 20 | 7 | 2 | 0 |
| 6 | 2 | | 36 | 21 | 7 | 2 | 6 |
| 7 | 3 | | 42 | 22 | 8 | 2 | 12 |
| 8 | 3 | | 48 | 23 | 8 | 2 | 18 |
| 9 | 3 | | 54 | 24 | 8 | 2 | 24 |
| 10 | 4 | 1 | 0 | 25 | 9 | 2 | 30 |
| 11 | 4 | 1 | 6 | 26 | 9 | 2 | 36 |
| 12 | 4 | 1 | 12 | 27 | 9 | 2 | 42 |
| 13 | 5 | 1 | 18 | 28 | 10 | 2 | 48 |
| 14 | 5 | 1 | 24 | 29 | 10 | 2 | 54 |
| 15 | 5 | 1 | 30 | 30–31 | 10 | 3 | 0 |

(*c*) Time in the air, based on the requirement of 4 hours for a calendar month, may be determined for a fractional part of a month from the following table:

| Days | Time | | Days | Time | |
|---|---|---|---|---|---|
| | *Hr.* | *Min.* | | *Hr.* | *Min.* |
| 1 | | 8 | 16 | 2 | 8 |
| 2 | | 16 | 17 | 2 | 16 |
| 3 | | 24 | 18 | 2 | 24 |
| 4 | | 32 | 19 | 2 | 32 |
| 5 | | 40 | 20 | 2 | 40 |
| 6 | | 48 | 21 | 2 | 48 |
| 7 | | 56 | 22 | 2 | 56 |
| 8 | 1 | 4 | 23 | 3 | 4 |
| 9 | 1 | 12 | 24 | 3 | 12 |
| 10 | 1 | 20 | 25 | 3 | 20 |
| 11 | 1 | 28 | 26 | 3 | 28 |
| 12 | 1 | 36 | 27 | 3 | 36 |
| 13 | 1 | 44 | 28 | 3 | 44 |
| 14 | 1 | 52 | 29 | 3 | 52 |
| 15 | 2 | 0 | 30–31 | 4 | 0 |

NOTE.—For the purpose of computation a month will be figured on a basis of 30 days.

(10) **Suspension of flight pay for failure to perform flights.**—Failure to perform the requisite flights for any reason, except sickness or injury incurred in line of duty, results in a suspension of flight pay for the period between the first day of the month succeeding that in which the flight requirements were last met and the last day of the month preceding that in which the flight requirements are again met. The practical effect on flight pay is that it is lost for the entire period during which flight requirements are not met. The 3-month period allowed for complying with the flight requirements is intended to cover leave, temporary duty away from flying facilities, adverse weather conditions preventing flying, etc. When flight requirements are not met for any one month, a 3-month period, in which the requirements may be met, begins with the first of that month. A subsequent 3-month period does not begin until the first month following the month in which flight requirements are again met after the expiration of the original 3-month period (4 Comp. Gen. 975).

## 26–5

**Aviation accident.**—Paragraph 10 of the Executive order provides that any officer, warrant officer, or enlisted man who has been required to participate regularly and frequently in aerial flights by the orders of competent authority and who as a result of such orders has participated regularly and frequently in aerial flights, and who subsequently becomes incapacitated for flying by reason of an aviation accident, shall not be required to perform such aerial flights during such incapacity for a period not to exceed 3 months following the date of said accident. The term "aviation accident" shall be construed to mean an accident in which an officer, warrant officer, or enlisted man who is required to participate regularly and frequently in aerial flights is injured while an occupant of an aircraft or as the result of jumping from, being thrown from, or being struck by an aircraft or any part or auxiliary therof. The practical effect on flight pay under these conditions is that flying pay is saved to the individual for a period of 3 months following the date of the accident, even though no flights are performed during such period because of physical inability.

(*a*) In cases of nonperformance of flight because of an aviation accident, the commanding officer shall place the following certificate on the Flight Certificate and Schedule:

I, ------------------------------------------------, certify that
(Name of commanding officer)
------------------------------------------------, U. S. M. C.,
(Name and rank or rating of flyer)
during the period -------------- to -------------- performed no flights because of physical disability as the result of an aviation accident which occurred on ------------------------------------
(Date of accident)

If an officer, warrant officer, or enlisted man returns to duty involving flying within a period of 6 months following the date of the accident, flight pay will be payable from and including the date following the termination of the 3 months during which flights were not required to be performed, provided flight requirements for the last half of such period are met within the last 3 months of such period. However, the 3-month period, stipulated by the Executive Order issued pursuant to law, during which flights are not required of an officer, warrant officer, or enlisted man, incapacitated for flying duty by reason of an aviation accident while making an authorized flight, to entitle him to additional pay for flying, commences with the first of the month following the accident where prior to the accident the officer, warrant officer, or enlisted man had completed sufficient flights to qualify for additional pay for flying for the month in which he was injured (16 Comp. Gen. 134). The Executive Order makes no provision for cases where death results in an aviation accident; and the requirement for 10 flights totaling at least 3 hours or a total of 4 hours in the air during each calendar month has no application in such case. Flight pay under such circumstances is payable from the first of the month in which the casualty occurred to and including the day of the accident in which death occurred, provided the officer or man was in receipt of orders from competent authority requiring aerial flights, evidenced by the fact that he had performed at the time the accident occurred the pro rata number of flights or had been in the air for a pro rata period as established by the Executive order for a calendar month. This exception to the general rule has no application to an accident in which death results later than the day of the accident (4 Comp. Gen. 975). An officer, warrant officer, or enlisted man regularly detailed to duty involving flying who is killed in an aviation accident before having performed the minimum number of flights required is entitled to aviation pay to include the date of death (4 Comp. Gen. 739). [C. M. C. M. 3.]

## 26-6

**Suspension from flying (first condition).**—Paragraph 12 of the Executive order provides that the commanding officer shall suspend from flying any officer, warrant officer, or enlisted man under his command who, in his opinion, is unfit for flying except as a result of an aviation accident. In the case of minor illness or injury of officers, warrant officers, or qualified enlisted men, and in all cases of unqualified enlisted men, the suspension and subsequent revocation thereof may be ordered by the commanding officer of the person concerned without reference to higher authority. In all other cases such suspension must be confirmed by the Commandant of the Marine Corps, and such a confirmation results in suspending the order to participate regularly and frequently in aerial flights from the date suspended

[C. M. C. M. 3.]

by the commanding officer. When the commanding officer deems the individual thus suspended to be again fit for flying he is authorized to revoke the suspension from flying, and those cases which required confirmation of suspension from flying by the Commandant of the Marine Corps will be referred to that officer, and, if confirmed, will result in the termination of the suspension. The practical effect of such suspension of flight pay is that no flight pay accrues during period so suspended even though the flight requirements are met for the month or months involved. [C. M. C. M. 3.]

## 26-7

**Suspension from flying—Sickness or injury incurred in line of duty (other than aviation accident).**—Paragraph 12 of the Executive order provides that in the case of a suspension from flying by reason of sickness or injury incurred in line of duty and the suspension is subsequently removed, such suspension shall be considered as nullified from its beginning and the individual concerned shall be entitled to increased pay for flying during any such period provided the requirements of paragraph 10 of the Executive order are otherwise fully complied with. If an individual is suspended from flying because of sickness or injury incurred in line of duty and such suspension is subsequently removed within a period of 3 months and the flight requirements are met within such period he is entitled to flight pay for the entire period for which flight requirements have been met. If the suspension is not revoked within a period of 3 months or if he fails to meet the flight requirements within 3 months from the first day of the month succeeding the month in which he last met them, he is entitled to no flight pay until the month in which he again meets the flight requirements (Comp. Gen., February 23, 1929).

## 26-8

Commanding officer shall immediately inform the disbursing officer in writing of each suspension from flying duty, giving the name of the individual concerned, the date suspended, and the reason. He shall similarly inform the disbursing officer of revocation of suspensions. In the event that an indivdual is transferred while under a suspension from flying duty, the commanding officer shall forward a full statement of facts in the case, including the date the suspension was made, to the commanding officer of the place of new duty. In this case the disbursing officer shall note on the transfer pay account: "Orders involving flying duty suspended _____________."
Date

## 26-9

Commanding officers of all Marine Corps aeronautic organization units will require that each officer, warrant officer, and enlisted man under their command who is issued orders requiring aerial flights accurately maintain an “aviator’s flight log book.” In the column headed “Flight number” each actual flight will be entered, accompanied by an exact notation of the duration of each flight, i. e., the interval between leaving the ground or water and again coming to rest. Each flight shall be entered separately with the date and duration. At the end of each calendar month, or upon detachment of the officer or enlisted man concerned, the commanding officer shall bring the “aviator’s flight log book” of each individual into agreement with the “official aircraft log books” and will place the following certificate immediately after the last entry in each “aviator’s flight log book”: “I certify, that the foregoing flight record is correct,” and he shall sign his name and rank.

## 26–10

(1) On the last day of each month the commanding officer shall furnish the disbursing officer with the following form of “Flight Certificate and Schedule” for each officer, warrant officer, or enlisted man under his command who is entitled to flight pay for the month. In the case of an officer, or warrant officer or qualified enlisted man detached from duty prior to expiration of the month, no certificate shall be furnished, as no pay is due until the end of the calendar month. The performance of flights previous to detachment and the certificate covering them in the “aviator’s flight log book” will enable the next commanding officer to furnish “Flight Certificate and Schedule” for the month in which the detachment occurred:

Standard Form No. 1051
Form approved by
Comptroller General U. S.
January 3, 1928

No. ----------

FLIGHT CERTIFICATE AND SCHEDULE

----------------------------------------, ----------------, 19-----
(Place) (Date)

I hereby certify that during the period
------------------------------, 19--, to
-------------------------, 19--, I performed the flights listed on this schedule under orders involving flying issued by
----------------------------------------,
(Competent authority)
dated-------------------, 19--, effective
-------------------------------, 19--,
(Date of reporting and entering on duty)
copy of which is filed herewith or with the accounts of----------------------------,
disbursing officer; for the period ended
---------------------------, 19--.

----------------------------------------

(Signature of flyer)

----------------------------------------

(Rank or rating)

| 1<br>Date | 2<br>Flight No. | 3<br>Period in the air | |
|---|---|---|---|
| | | Hours | Minutes |
| | | | |
| Total---- | -------- | -------- | ---------- |

I certify that ------------------------------------ ----------------------
(Name and rank or rating of flyer) (Designation)
during the period above mentioned fulfilled the flying requirements prescribed by Executive order of March 10, 1927, under conditions specified therein and in the flying orders referred to and that this certificate is made after checking the flight log book or record of said flyer with the aircraft log books, or records of the aircraft in which he made the flights listed in the schedule, which is certified to be correct.

Suspended from flying duty--------------19-----. ------------------------------

Suspension revoked on------------------19-----. ------------------------------
(Rank)

*Commanding.*

NOTE.—Designation on the certificate to show whether flyer is a "naval aviator," "student naval aviator," 'naval aviation pilot," "aviation observer," or under "flight orders."

(*a*) When the flight certificate and schedule covers a period of more than 1 calendar month the month and date in which the flights were made will be shown.

(2) In order to simplify the preparation of the necessary flight certificate and schedule, Standard Form 1051 (A), "Flight Certificate and Schedule (enlisted men)," may be used in lieu of Standard Form 1051, if desired, where payments for flying duty are made by a disbursing officer in an accounting period to a number of enlisted men. The pay-roll number should be placed to the left of the name of each enlisted man. When Standard Form 1051 is used to support payments of flying pay to enlisted men it need not be signed by them in the space provided for signature of flyer.

(3) A copy of the detail to duty involving flying in each case must accompany the first voucher upon which flight pay is claimed only in those cases where there is an original designation to flight duty. Upon transfer of an officer, warrant officer, or qualified enlisted man entitled to flight pay, the phrase "Your flight orders are continued in force for this duty, etc." contained in the transfer orders will be sufficient evidence of a detail to duty involving flying, and a copy of such orders, in lieu of a copy of the original designation, will be filed with the first voucher upon which flight pay is claimed after joining the new post of duty. In either of the above cases, subsequent flight certificates and schedules filed in support of the payment of flight pay will bear notation showing the account, with month and name of the disbursing officer, in which such original designation or transfer orders, as the case may be, were filed. In cases of enlisted men shown on Standard Form 1051 (A), this information will be shown under the name of the flyer.

## 26–11

The certificates required by articles 26–9 and 26–10, may be signed either by the commanding officer or, if he so orders and such orders are shown on the certificate, his executive officer or the officer in direct charge of aerial operations. The certificate must be signed, however, by a responsible supervisory officer having knowledge of the facts (Comp. Gen., Dec. 17, 1926).

## 26–12

(1) It will be noted from the foregoing that flight pay must be earned before it can be paid, and in the case of officers, warrant officers, and qualified enlisted men no flight pay is to be credited except at the end of a month. Where the flight requirements are not met until the second month the flight certificate shall be made to cover 2 months; similarly, when the flight requirements are not met until the third month, the flight certificate shall cover three months. When an officer or warrant officer, serving under flight orders, is transferred, if there has been no change in flight-pay status between the time flight pay was last credited and date of transfer, the following certificate shall be placed on the transfer-pay account to enable the disbursing officer next taking up the account to credit flight pay due:

Flight pay credited to ____________________
(Date)

If there has been a change in flight-pay status, an additional statement setting forth such change should be entered in "Remarks" on transfer-pay account.

(2) When an officer, warrant officer, or qualified enlisted man is transferred from one place of duty in the aeronautic organization to another, the commanding officer or officers authorized under article 26–11, above, will certify the "aviator's flight-log book," as prescribed in article 26–9 and deliver it to the individual concerned. When an unqualified enlisted man is transferred to another ship or station his orders involving flying duty are automatically revoked upon date of detachment, and he shall be credited with flight pay from the first of the month to the date of detachment by the disbursing officer who closes his accounts, provided the pro rata number of flights have been performed for the period elapsing from the first of the month to the date of detachment. When flight requirements have been met for the entire month and the man is issued orders requiring aerial flights at his new station during the month in which transferred, he shall be credited with flight pay by the disbursing officer to whom his accounts have been transferred, from the date

he is issued orders requiring aerial flights during the remaining portion of the calendar month in which transferred (Comp. Gen., December 18, 1925). In latter case if flight requirements had not been met at the old station for the entire month, he shall be credited with flight pay from the date ordered to flying duty by the new commanding officer to the end of the month, provided he performs the pro rata number of flights required for the period elapsing from the date of new orders to flying duty to the end of the month (Comp. Gen., June 29, 1927). The above provisions of this paragraph relative to revocation of orders to flying duty on date of detachment do not apply to naval aviation pilots, whose orders to flying duty are not revoked upon date of detachment. Enlisted men designated as naval aviation pilots are entitled to aviation pay during the entire period that flight orders remain in effect provided flight requirements are met.

## PARACHUTISTS

## 26–13

(1) **Law authorizing.**—"* * * hereafter any officer, warrant officer, or enlisted man of the * * * Marine Corps * * * not in a flying-pay status who is assigned or attached as a member of a parachute unit, including parachute-jumping schools, and for whom parachute jumping is an essential part of his military duty and who, under such regulations as may be prescribed by * * * the Secretary of the Navy, has received a rating as a parachutist or is undergoing training for such a rating shall receive, while engaged upon duty designated by the head of the department concerned as parachute duty, additional pay at the rate of $100 per month in the case of any such officer or warrant officer, and additional pay at the rate of $50 per month in the case of any such enlisted man" (sec. 18, Act of June 16, 1942, 56 Stat. 369).

(2) **Designation.**—The designations of "parachutist" and "student parachutist" are hereby established for officers, warrant officers, and enlisted men of the Navy and Marine Corps, which designations shall be in addition to such military or naval ranks or ratings as are now or may hereafter be authorized by law.

(3) Any officer, warrant officer, or enlisted man who, by competent authority, is assigned or attached to, or is a member of, a parachute unit, including parachute-jumping schools, and has been or may hereafter be designated a parachutist or is undergoing training for such designation and for whom parachute jumping is an essential part of his military duty, shall be considered as being engaged upon parachute duty.

[C. M. C. M. 3.]

(4) **Parachute units.**—A parachute unit or a parachute-jumping school shall consist of such organizations or units of the Navy and Marine Corps as may from time to time be designated by the Secretary of the Navy.

(5) **Parachutists.**—The term "parachutist" as used in these regulations shall be construed to include any commissioned or warrant officer or enlisted man of the Navy or Marine Corps who has successfully completed, or who may hereafter successfully complete, the prescribed course of parachute training and who has been or may hereafter be designated a parachutist by competent authority.

(6) **Student parachutist.**—The term "student parachutist" shall be construed to include any commissioned or warrant officer or enlisted man of the Navy or Marine Corps who, by competent authority has been or may hereafter be assigned or attached to a parachute unit, including parachute-jumping schools, and has been or may hereafter be designated a student parachutist for the purpose of undergoing a course of training preparatory to qualifying for a designation as a parachutist.

(7) **Competent authority.**—The term "competent authority" as used in these regulations shall be construed to include the commanding officer of any parachute unit or parachute-jumping school as designated by the Secretary of the Navy in accordance with paragraph (4) hereof.

(8) **Parachute-jumping accident.**—The term "parachute-jumping accident" as used in these regulations shall be construed to mean an accident in which an officer, warrant officer, or enlisted man who is designated a parachutist or a student parachutist and for whom parachute jumping is an essential part of his military duty and who at the time is engaged in parachute-jumping activity, is injured:

(1) As a result of jumping from, falling from, or being thrown from a parachute tower or platform;

(2) As a result of jumping from, falling from, or being thrown from, or being struck by an aircraft or any part or auxiliary thereof; or

(3) While an occupant of an aircraft.

(9) **Parachute-jumping activity.**—All physical activity connected with preliminary training such as exercises, jumping from platforms, parachute jumping from towers, parachute jumping from aircraft in flight, flights in aircraft engaged in parachute-training activities, military missions, or exercises involving parachute jumping, or transportation of parachute units on routine transfers shall be considered as parachute-jumping activities.

[C. M. C. M. 3.]

(10) **Qualifications.**—An officer, warrant officer, or enlisted man of the Navy or Marine Corps to be designated as a student parachutist must be physically qualified for parachute duty and must be assigned to a prescribed course of parachute training and attached to a parachute unit, including parachute-jumping schools. A parachutist must be physically qualified for parachute duty and must have successfully completed a prescribed course for parachute training including a minimum of six parachute jumps from a heavier-than-air or lighter-than-air aircraft while in flight.

(11) **Retention of designations.**—An officer, warrant officer, or enlisted man of the Navy or Marine Corps who has attained a designation as a parachutist or student parachutist shall retain such designation as parachutist or student parachutist and shall be considered as engaged upon parachute duty while he continues to be assigned or attached to a parachute unit, including parachute-jumping schools, in a capacity requiring parachute jumping as an essential part of his military duty and while physically qualified for such duty. Personnel of the Marine Corps who have been designated as parachutists pursuant to these regulations are authorized to retain permanently and to wear such qualification badge as parachutists as may be prescribed by competent authority.

(12) **Revocation of designation.**—The commanding officer of a parachute unit or parachute-jumping school shall revoke the designation as parachutist or student parachutist of any officer, warrant officer, or enlisted man when the status of said parachutist or student parachutist comes under any of the following conditions:

(1) Is no longer performing parachute duty.
(2) Is no longer professionally qualified in the opinion of the commanding officer.
(3) Is no longer physically qualified for the designation of parachutist or student parachutist: *Provided*, That if such a finding be in consequence of a parachute-jumping accident the designation of parachutist or student parachutist shall not be revoked unless such finding shall have been made or affirmed by a properly constituted board of medical survey and then not prior to 3 months from the date of such accident.
(4) Is to be detached and/or transferred to duty other than parachute duty.

[C. M. C. M. 3.]

(13) **Reinstatement or redesignation.**—Commanding officers of parachute units or parachute-jumping schools may reinstate or redesignate a former student parachutist when the disqualifying conditions imposed under paragraph (12) hereof no longer apply. Commanding officers may redesignate a former parachutist when the disqualifying conditions imposed under paragraph (12) hereof no longer apply, provided said former parachutist is qualified in accordance with paragraph (11) hereof. A former parachutist may requalify in accordance with paragraph (10) hereof modified as deemed advisable by the commanding officer when for any reason such as an appreciable lapse of time since previous parachute duty it is considered inadvisable to redesignate such former parachutist as provided herein.

(14) **Sick in hospital.**—Parachute personnel admitted to naval hospitals for treatment will continue to be carried on the rolls of the parachute organization to which attached at the time of admittance. For convenience in administration enlisted parachute personnel sick in a hospital may be transferred by staff returns to the parachute unit nearest the hospital concerned, and will be carried as on temporary duty while sick in hospital. (See art. 1203 (1), Navy Regulations.)

(15) **Period entitled to pay.**—Parachutists are entitled to additional pay as such from the date of rating to the date of revocation or transfer from parachute duty, both dates inclusive.

(16) Payments of parachute pay to personnel of the Marine Corps will be supported by certificate executed by the commanding officers of parachute companies, parachute battalions, or parachute-jumping schools, as follows:

I certify that ____________________________________________, during period
(Name and grade)
from ____________________ to ____________________ was (were) not in a flying-pay status, was (were) assigned or attached as a member(s) of a parachute unit, or parachute-jumping schools, for whom parachute jumping is an essential part of his (their) military duty, and has (have) received a rating(s) as parachutist(s) or was (were) undergoing training for such a rating and has (have) been engaged upon duty designated by the Secretary of the Navy as parachute duty.

[C. M. C. M. 3.]

## 26-14 to 27-0

# CHAPTER 27

# ALLOTMENTS

## 27–1

**General.**—For general regulations concerning the handling of allotments, see articles 1805, 1806, and 1807, Navy Regulations, also Bureau of Supplies and Accounts Manual, articles 2170 and 2171.

### RESTRICTIONS

## 27–2

(1) (*a*) Commanding officers should not approve the allotment of so large a percentage of pay as would interfere with authorized checkages.

(*b*) The term "pay" for the purpose of allotments will be construed to include the rental and subsistence allowances of officers established by sections 5 and 6 of the Act of June 16, 1942, and the money allowance for quarters for dependents of enlisted men of the first three pay grades established by section 10 of the Act of June 16, 1942. (See art. 1805 (1) (c), N. R.). [C. M. C. M. 3.]

(2) No individual will be permitted to grant more than two allotments, exclusive of allotments in payment of insurance premiums, or allotments to the Navy Relief Society (art. 1805, N. R.).

(3) Except in cases of payment of insurance premiums or an allotment to the Navy Relief Society, the following certificate, signed by the grantor, will be placed on the reverse of one copy of NMC–535A, which will be retained by the disbursing officer as his record of checkage: "I certify that this allotment is not registered for the purpose of repaying a loan or for making installment payments of any kind, either directly or indirectly."

(4) All commissioned and warrant personnel on the retired list of the Marine Corps who are not on active duty shall be allowed to make allotments for the payment of premiums on insurance, including Navy Mutual Aid assessments, but for no other purpose. In the case of retired enlisted men and transferred members of the Fleet Marine Corps Reserve, allotments for payment of premiums on insurance shall be restricted to those on Government insurance. All allotments authorized by the foregoing may be granted for an indefinite period (art. 1806, N. R.; see art. 27–25).

### DURATION

### 27–3

(1) Allotments granted by enlisted men will not be made to run beyond the current enlistment, for less than 3 months, or for a longer period than 4 years (art. 1806, N. R.; for exceptions see art. 27–2 (4)).

(2) In the cases of commissioned and warrant officers and members of the Navy Nurse Corps (female) of a permanent status on the active list, allotments for proper purposes may be registered for an unlimited or indefinite period. In the cases of enlisted men, officers of temporary commissioned or warrant rank in the regular service, and all Reserve officers on active duty, the limit of 4 years will continue to apply (art. 1806, N. R.).

### PREPARATION

### 27–4

(1) Only allotments prepared by authorized Naval personnel shall be accepted for registration. Blank forms for registering allotments shall not be delivered to persons outside the naval service (S. & A. Manual, art. 2170–8 (*b*)).

(2) **Officers.**—Two Forms NMC–535a (cardboard) and two copies of Form NMC–535 will be prepared. Allotments of officers are not required to be witnessed and approved by the commanding officer. Transfer of allotments will be effected on transfer pay accounts, and the copy of NMC–535a used as a record of checkage will be transmitted with the transfer pay account. With these exceptions regulations following in the case of enlisted men apply. [C. M. C. M. 1.]

(3) **Enlisted men.**—The original NMC–535a (cardboard) and one copy of same with two copies of NMC–535 will be prepared at the station of the grantor and must be approved and witnessed by his commanding officer. Two NMC–535a and two NMC–535 must in all cases be signed by the grantor. All forms will be forwarded to the disbursing officer having the grantor's account.

(4) An additional copy of NMC–535 should be prepared in the case of allotments in payment of premiums on Government insurance.

(5) Allotments must be submitted without alterations or erasures and must not be folded.

(6) Officers charged with the approval of allotments should, prior to approving allotments in favor of banks and similar institutions, require evidence from the grantor that the allotment is acceptable to the institution to which granted. Extraneous matter, such as instructions for depositing checks, should not be placed on allotment forms.

(7) Allotments for the payment of premiums on commercial insurance will give the exact corporate name of the allottee, not the name of an agent thereof.

(8) No copies of an allotment document in excess of those required by paragraphs (3) and (4) shall be prepared. No other certificate concerning an allotment shall be prepared for or furnished to any person outside the Government service or to any company or corporation. Allotment records should be furnished for use in cases of an official nature only.

(9) Omitted. [C. M. C. M. 3.]

(10) Allotments stopped because of the reported desertion of the grantor are not revived upon acquittal by a court martial, but a new allotment may be granted.

## 27–5

(1) Allotments to cover premiums on Government or National Service Life Insurance should be made in favor of the Treasurer of the United States, Veterans Administration, Washington, D. C. The allotment forms should be stamped with the caption "Government" or "National Service Life Insurance," as appropriate, along the upper edge of the form. [C. M. C. M. 3.]

(2) Allotments for the purchase of United States Savings Bonds should be made payable to the Treasurer of the United States, Division of Savings Bonds, Washington, D. C.

(3) On allotments registered for savings under the Postal Savings System the allottee will be designated: Postmaster, Postal Savings System, followed by the address and the account number.

(4) When an allotment of pay is registered to an auxiliary of the Navy Relief Society, the allottee will be designated: ---------------------- Auxiliary, Navy Relief Society, with the address placed on the lines provided therefor.

## 27–6

**Entries in service-record book.**—(See art. 10–71.)

## 27–7

**The date** of the first payment of an allotment should be made sufficiently remote to allow notice to reach the Paymaster, Marine Corps Headquarters, not later than the tenth of the month in which the first payment is to be made, except allotments registered in payment for premiums covering Government insurance, which allotments may be registered and forwarded to the Paymaster at any time during the month for which they are payable.

## 27–8

(1) **Afloat.**—All allotments registered by marines at sea should be approved and witnessed by the commanding officer or noncommissioned officer in charge of the marine detachment, and registered by the

disbursing officer of the vessel. Such approval affords the officer or noncommissioned officer in charge of the marine detachment an opportunity to make the necessary entry in the man's service-record book regarding the allotment, which should be made in all cases immediately after approval.

(2) The necessary form for registering allotments (NMC–535a and 535) by enlisted men afloat and at stations paid by Navy supply officers will be carried by the commanding officer or noncommissioned officer in charge of the marine detachment or company and will be furnished by him to enlisted men of the detachment or company desiring to register allotments. Requisitions for forms should be made on the Depot Quartermaster, Philadelphia, Pa.

(3) After registration, the disbursing officer shall transmit the original of Form NMC–535a and two (three if for the payment of a premium on Government insurance) carbon copies of Form NMC–535 direct to the Paymaster, Marine Corps, Washington, D. C. The disbursing officer will retain one carbon copy of Form NMC–535 for his permanent office records and will hold the carbon copy of Form NMC–535a for use in the event of transfer. [C. M. C. M. 3.]

## 27–9

Upon receipt by a disbursing officer of the allotment granted, the original copy, NMC-535a, will be signed by him and forwarded, together with two copies of NMC–535 (bearing rubber-stamp impression of registering officer's name) without delay, to the Paymaster, Marine Corps, Washington, D. C., with letter of transmittal setting forth the number of allotments so transmitted and the names of grantors. The Paymaster will acknowledge receipt by office stamp impression on the letter of transmittal, upon return of which proper entry will be made in each case on the retained copy of NMC–535a, in the space provided. The copy of NMC–535a will be retained by the disbursing officer registering the allotment. The extra copy of NMC–535, required by article 27–4 (4) in the case of allotments covering premiums on insurance, should be forwarded to the Paymaster. A separate letter should be prepared for each month's allotments.

### TRANSFERS

## 27–10

(1) Upon receipt of report of transfer of any enlisted man of the Marine Corps, ashore or afloat, having an allotment, the disbursing officer who carries the man's account will immediately transfer the allotment, using NMC–535a, which was prepared at the time of registration of the allotment. This form will be forwarded direct to the disbursing officer of the ship or station to which the man is reported transferred, with letter of transmittal, in duplicate, giving the name of

the man, the monthly sum allotted, and the last month checked; original to be retained by the disbursing officer to whom transferred, and the duplicate bearing receiving stamp or other evidence of receipt, returned to the disbursing officer making the transfer. Before transferring an allotment card NMC-535a, care should be taken to see that the record of checkages is complete by stamping in the space opposite the month checked, the name of the disbursing officer making checkage.

(2) In the case of a man transferred to a foreign station his allotment card will be forwarded to the disbursing officer at the port of embarkation, the man's ultimate station being noted on the letter of transmittal. If the transportation furnished from port of embarkation to a foreign station is in a naval vessel, the disbursing officer at the port of embarkation will immediately forward to the disbursing officer of the vessel the allotment cards of all marines embarked. In cases of transfers from a foreign station to the United States, via a naval vessel, the disbursing officer last carrying the accounts of marines so transferred will forward the allotment cards of such men to the disbursing officer of the vessel. In the event payments are made en route in accordance with article 29-43, allotment cards should have proper entries made immediately after payment.

(3) If the man is again transferred after the transfer of allotment has been receipted prior to taking up his account, the disbursing officer will forward allotment card as above to disbursing officer of the man's new ship or station without checkage.

(4) Upon the transfer of a man to another ship or station, the commanding officer of marines afloat shall invariably furnish a copy of the report of transfer to the disbursing officer as notice to him to transfer the allotment.

(5) Upon the transfer of a marine officer having an allotment a complete record thereof should be entered on his transfer pay accounts as transmitted to the disbursing officer who is to take up his accounts.

### STOPPAGE

## 27-11

In case of death, desertion, or absence under circumstances indicating desertion, loss of pay under Navy Department General Order No. 20, forfeiture of pay by sentence of a court martial, where such forfeiture, in addition to the allotment, would place the grantor in debt to the Government, or indebtedness in a sum larger than can be canceled by pay due or shortly to become due, prompt notice should be furnished the disbursing officer carrying the accounts of the man concerned, despatch being used if necessary, in order that the stoppage of any allotment may be effected.

## 27–12

**Insurance.**—Allotments of pay to cover the premiums on Government insurance are not disturbed or affected by sentences of courts martial imposing forfeitures of pay (26 Comp. Dec. 896). Exception to the foregoing will be made, however, where the court-martial forfeiture of pay is sufficient to cause a resulting overpayment in the account of the man concerned, in which case the procedure outlined in article 28–27 (3) will be followed.

## 27–13

**Confinement.**—Where sentence of a general court martial involves prison confinement the premium-paying allotment will be stopped by the disbursing officer carrying the man's account as soon as that officer is notified of the sentence.

## 27–14

**Upon discharge at a distant station** prior to the expiration of enlistment the allotment should be checked for as many months in advance as it will probably require for the request for stoppage to reach the Paymaster, Marine Corps, Washington, D. C., dispatch being used if advisable. The request for stoppage of an allotment should reach the Paymaster not later than the fifteenth of the month following the last month charged, unless loss to the grantor might occur by such limitation, in which case the request should be forwarded at the earliest practicable date, with an explanation of the urgency involved.

## 27–15

(1) Allotments will be stopped by ordinary mail on Form NMC–303, or by dispatch when time does not permit the use of ordinary mail.

(2) When allotments are stopped by mail, the notice NMC–303, should be prepared in triplicate by the disbursing officer carrying the accounts of the persons concerned (exclusive of retained or file copy) and forwarded to the Paymaster, Marine Corps, Washington, D. C. One copy of the notice required by this paragraph will be receipted by the Paymaster and returned to the officer from whom it was received, who will, after making verification of records as to last month paid and checked, notify the man's commanding officer if any change is required.

(3) When allotments are stopped by dispatch, no further notice of stoppage need be made, except to mail confirmation of message. The Paymaster will acknowledge receipt of such stop notice by

dispatch and will mail a receipted copy of the message as well as confirmation of reply.

(4) When a Government or National Service Life insurance allotment is stopped by request of grantor, Form 1000, or Form 365 (as appropriate), United States Veterans' Administration, in duplicate, should be prepared by the commanding officer and forwarded via the disbursing officer carrying the insured's account, to the Paymaster, who will transmit one copy to the United States Veterans' Administration. This form is in addition to the action required by paragraph (1). [C. M. C. M. 3.]

(5) When a Government-insurance allotment is stopped because of the death, desertion, or nonpay status of the grantor, the reason for such stoppage with date of death or desertion should be given in the dispatch or on NMC-303. An additional copy of such notice will be furnished the United States Veterans' Administration by the disbursing officer via the Paymaster, Marine Corps, Washington, D. C.

## 27-16

A stop notice of allotments which expire by limitation is not required.

## 27-17

When a request is made for the stoppage of an allotment payable to a bank or similar institution, the address of such payee must in all cases be stated, as many of these institutions having the same name are located in different cities.

## 27-18

When necessary to stop an allotment by dispatch, the following data should be given, viz, grantor's full name, amount per month, date of first payment, name of registering officer, last month charged, organization on which last settled, and cause for stoppage. If stoppage is due to death, desertion, or absence the date should likewise be given, e. g. "Stop allot. Robert Gray Brown fifty dollars January 1930. R. B. Smith. After January 1931. 45th Company. Died February 10th."

## 27-19

When a transferred allotment is received by a disbursing officer, and the grantor thereof has died, deserted, or been detained en route, the receiving officer shall immediately notify the Paymaster, Marine Corps, of all the facts obtainable, and shall stop the allotment by dispatch, if necessary, to prevent loss.

### CHECKAGE

## 27–20

Commanding officers and others charged with the rendition of marine pay rolls will take particular care to see that all allotments in force as shown by the service-record books of the men of their command are properly checked on the pay roll.

## 27–21

(1) Allotments will ordinarily be charged in full against the pay of the grantor on the first day of each month, but one-half of the allotment may be charged against the first half month's pay and the balance against the second half month's pay. However, the amount of the due and unpaid balance brought forward from the previous month, and the pay earned during the first and second half of the current month over and above the allotment charged for the current period, may be paid at any time (art. 2170–12, S. & A. Manual). [C. M. C. M. 3.]

(2) On transferring a pay account, the whole amount of the allotments for the particular month shall be charged in full, even though the charge makes the account overpaid.

### PAYMENT

## 27–22

Checks in payment of allotments are placed in the mail on the last day of the month for which the checkage is made against the account of the grantor, or on the following day if the last day is a Sunday or holiday.

### CAPTURED BY ENEMIES

## 27–24

(1) The capture by the enemy of the grantor of an allotment shall not operate to stop payment thereof before the expiration of the period for which it was made.

(2) In time of war, should the grantor of an allotment desire it to be indefinitely extended beyond the period for which registered, in the event of his capture by the enemy, a copy of NMC–535 covering the allotment will be prepared, bearing the certificate: "I desire that this allotment, in the event of my capture by the enemy during the period for which it is granted, be continued upon its expiration and paid indefinitely." The certificate will be signed by the grantor, witnessed by his commanding officer, and NMC–535 forwarded to the

responsible disbursing officer, who will make an entry on his record of checkage copy of NMC-535a that the allotment has been indefinitely extended. NMC-535 bearing the certificate will be forwarded to the Paymaster, Marine Corps, Washington, D. C. In the event that the account of the grantor is transferred, appropriate entry will be made on the transfer pay account. (See art. 2170-6, S. & A. Manual.)

### ON RETIREMENT OR TRANSFER TO F. M. C. R.

### 27-25

On retirement of an officer or of a member of the Navy Nurse Corps, all allotments except those covering payment of premiums on insurance and to the Navy Mutual Aid Association shall be stopped. On retirement of an enlisted man or upon release from active duty of a transferred member of the Fleet Reserve, all allotments, except those registered for an indefinite period in payment of Government life insurance premiums, shall be stopped; when required, a Government life insurance premium paying allotment, granted for an indefinite period, shall be registered on date of release from active duty.

### OVERPAYMENTS

### 27-26

(1) "If an erroneous payment is made because of the failure of an officer responsible for such report to report in the manner prescribed, the death of a grantor, or any fact which renders the allotment not payable, then the amount of such erroneous payment shall be collected from the officer who fails to make such report, if such collection is practicable" (act of March 2, 1901; 10 U. S. C. 894).

(2) When a disbursing officer fails to notify the Navy or Marine Corps allotment officer to discontinue the allotment of a deserter, and such failure results in an illegal payment to the allottee after the deserter is so declared, the amount of such illegal payment is chargeable to the disbursing officer (Comp. Dec., Jan. 30, 1909).

(3) If a request to stop an allotment is not acknowledged, it is the duty of the disbursing officer to make inquiry and to take steps necessary to protect himself from liability. If he fails to do this, the disbursing officer is liable for overpayments made on allotments (15 Comp. Dec. 306).

### DECISIONS

### 27-27

(1) Allotments are in the nature of powers of attorney, which are revoked by the death of the principal. If the soldier dies before the allotment is in the possession of the allottee, the allotment is not pay-

able, but becomes part of the estate of the soldier and is subject to the control of his legal representatives (10 Comp. Dec. 208).

(2) Where checks for allotments of pay of enlisted men of the Army made as donations under authority of the act of March 2, 1899 (10 U. S. C. 894), have not been collected or negotiated prior to the death of the allottee, whether received or indorsed by the allottee or not, the amounts thereof do not become a part of the allottee's estate or subject to any expense incurred by or on behalf of the allottee, either before or after death, but should be restored to the soldier's pay account without deduction of any kind whatever, provided the check itself is returned and canceled or conclusive affirmative evidence is presented to show that the allottee never received nor indorsed it, the presumption being, in the absence of such evidence, that the check has been negotiated or indorsed and lost by the allottee and has come into the possession of some holder.

(3) Overpayments of allotments from the pay of enlisted men of the Army, made after the death of the soldier authorizing the allotments from his pay, may be deducted from the amounts due the allottee as heir from arrears of pay or as beneficiary from compensation or insurance under the war-risk insurance act, also in settling a claim of some person other than the allottee for arrears of pay due the soldier at the time of his death, the amount of any allotment which had accrued up to the time of death may be charged against such arrears of pay; but there is no authority for deducting from payments due the heirs or beneficiaries, on account of arrears of pay or compensation or insurance under the war risk insurance act, overpayments erroneously made to other allottees who are not such heirs or beneficiaries.

(4) Payment of allotments of pay of an enlisted man of the Army, under authority of the act of March 2, 1899 (10 U. S. C. 894), made to a bank or other savings institution, is equivalent to payment to the soldier himself, and as no pay can accrue to a soldier after his death, such bank or institution has no legal right to retain or exercise control over sums erroneously deposited as allotments of pay for any period subsequent to the death of the soldier for the benefit of the estate or legal representatives of such deceased soldier, but if the institution refuses to make refund it is for the General Accounting Office, upon settlement of any claim for arrears of pay, to determine whether or not the erroneous payment shall be charged against the arrears of pay (26 Comp. Dec. 855).

(5) When there appears to be little doubt that a discrepancy in name is due to ignorance or carelessness the one for whom the allotment is intended may legally endorse the checks, which have been or may be issued under an incorrect name, with the name appearing on the face of the checks and then by the payee's correct name (L. R. N. A., supp. p. 165).

(6) If the "allottee failed to reduce the allotment to possession prior to the soldier's dishonorable discharge from the service with

forfeiture of all pay and allowances then due, payment of the allotment is not authorized" (23 Comp. Dec. 344).

(7) Allotments do not give a vested right to the money allotted, and an allotment deducted from the pay of a soldier who deserts before payment of the amount to the allottee is not payable, but is forfeited to the United States (23 Comp. Dec. 344).

(8) The insanity of an allottee who is not a member of the allotter's family, or a relative, works a revocation of the allotment. The trustee of such insane allottee cannot act for the allottee, nor execute a valid receipt for money paid in carrying out the purpose of the allotment after the commencement of the insanity (2 Comp. Dec. 652).

(9) Where an enlisted man allots a portion of his pay and thereafter, before the allottee has reduced any such allotments to possession, is sentenced by court martial to forfeit all pay then due (at time of sentence), such unpaid allotments are included in his pay "then due," and accordingly are forfeited by the sentence of the court martial (23 Comp. Dec. 340).

### ALLOTMENTS OF NAVY PERSONNEL

### 27–28

(1) Allotments granted by Navy personnel should be listed on S. and A. Form No. 9, and this form (less the pink copy) forwarded direct, with Forms NMC–535a, to the Bureau of Supplies and Accounts (Allotment Division), Navy Department, Washington, D. C. The pink copy of S. and A. Form No. 9, with two copies of form NMC–535 should be forwarded to the Paymaster, Headquarters, United States Marine Corps. S. and A. Form No. 9 must be signed by the disbursing officer, or his deputy, as such.

(2) When allotments granted by Navy personnel are stopped, the original and one copy of NMC–303 should be forwarded direct to the Bureau of Supplies and Accounts (Allotment Division), Navy Department, Washington, D. C., and the triplicate forwarded direct to the Paymaster, United States Marine Corps.

### 27–29 to 28–0

## CHAPTER 28

# MISCELLANEOUS PAY PROVISIONS

### ABSENCE

### 28–1

(1) **When Navy Regulations are applicable.**—The provisions of Navy Regulations are exclusively applicable to cases involving absence without leave in the Marine Corps, except when marines are detached for service with the Army, by order of the President, when, under the provisions of 34 U. S. C. 717, Army Regulations govern (12 Comp. Dec. 309).

(2) **Checkage for unauthorized leave.**—The pay and allowances of any marine absent from his command without leave, or after his leave has expired, for one connected period of 24 hours or more, shall be checked against his account for the time he is so absent, such absence being computed from the date (inclusive) that the unauthorized absence begins to the date (exclusive) of the man's return to military control. Disconnected periods of unauthorized absence of less than 24 hours will not be checked (N. R. 554–1). In cases of unavoidable absence when excuse for same is accepted by the commanding officer, no checkage of pay should be made.

(3) **Computed by calendar month.**—The time absent without or over leave in each calendar month will be computed separately, deducting 1 month's time or pay for an absence of an entire calendar month, regardless of the number of days in the month.

(4) **Absence on thirty-first of month.**—For 1 day's unauthorized absence on the thirty-first of any calendar month 1 day's pay shall be forfeited (10 U. S. C. 865). Checkage under this act will be made only where the absence does not also include the thirtieth of the month; that is, 1 day's pay is forfeited for the thirty-first of a 31-day month only in case the absence is for that 1 day of that month or in case a continued absence begins on that day of the month (20 Comp. Dec. 867).

(5) **For unauthorized absence on February 28,** 3 days' pay and allowances will be forfeited, and on February 29, 2 days' pay and allowances will be forfeited (20 Comp. Dec. 772).

(6) Pay for the day of departure is forfeited and pay for the day of return is credited; but for an absence from 12 (midnight) August 6 to 2:30 p. m. August 8, 1911, 1 day's pay should be checked, and for an absence from 6:30 a. m. August 6 to 12 (midnight) August 8, 1911, 3 days' pay should be checked.

(7) **Man entitled to pay upon return to naval control.**—Unauthorized absence is terminated upon return to naval control, and a man is entitled to pay from the date of his apprehension and delivery to the naval authorities, although he is not immediately returned to the ship or station from which he absented himself without leave (15 Comp. Dec. 386).

(8) **The arrest and conviction by the civil authorities** of an enlisted man while on furlough results in the loss of pay from the date of expiration of his furlough (9 Comp. Dec. 253).

(9) **Pay of a man in hands of the civil authorities** at the close of a month awaiting trial will be checked, and in the event of release without trial, or after trial and acquittal, the pay so checked will be recredited.

(10) **Checkage of extra pay.**—Checkages for absence without or over leave will include, in addition to the checkage for the amount of actual pay due for the period and all forms of extra pay which includes pay for distinguished-service cross, distinguished-flying cross, distinguished-service medal, Navy cross, and medal of honor (or bar or other suitable device, emblem, or insignia issued in lieu thereof), for qualification as sharpshooter, or expert rifleman, for pay as messman, gun pointer, gun captain, Navy mail clerk, or assistant Navy mail clerk, or aviation duty. The total amount of checkages for absence without or over leave will be entered on the pay roll in the column provided for the purpose, total credit being given on the credit side of the pay roll covering the period for which settlement is made.

(11) **Hospital fund.**—In making checkage of pay for unauthorized absence, no charge will be made for hospital fund for such periods, but the total amount of pay forfeited will be entered in the miscellaneous-checkage column of the pay roll and no checkage will be made in the hospital-fund column for periods during which pay is so forfeited; thus, a man entitled to pay at the rate of $21 per month who is absent without or over leave or on account of misconduct for a period of 3 days should be checked $2.10 in the miscellaneous-checkage column and the hospital-fund column would show a checkage of only 18 cents for the month.

(12) **Pay of man held as a witness.**—A marine detained by the civil authorities as a witness before a court is entitled to pay for such period.

(13) **Pay of man held on criminal charge.**—The pay of an enlisted man held by the civil authorities for trial on a criminal charge should not be paid until he is acquitted, and if found guilty his pay is then forfeited to the United States from the date of his arrest (2 Comp Dec. 584).

(14) **Entry on NMC–90.**—All time lost as specified will be entered in the space provided therefor on the reverse of the statement closing account for settlement (NMC–90), and where checkage for such absence is made on discharge entry as to the date and hour of departure and return will be entered under "Remarks" on said form.

(15) **Time lost comprises the following:**

(*a*) A period of unauthorized absence in excess of 1 day.

(*b*) A period of absence from duty in excess of 1 day on account of sickness or disease resulting from his own intemperate use of drugs or alcoholic liquors or other misconduct.

(*c*) A period of absence from duty in excess of 1 day while in confinement awaiting trial or disposition of his case, if the trial results in conviction, or while in confinement under sentence, provided the confinement is in a naval prison or at a receiving ship or station designated as a naval prison. (Time lost does not include confinement only to the limits of the ship or station to which attached or confinement in the brig of such ship or station.) Pay is forfeited for absence under (*a*) and for absence under (*b*) coming within the purview of the Navy Department General Order No. 20, 1935, but not for absence in confinement by military authorities (5 Comp. Gen. 189).

(*d*) The following naval stations and receiving ships have been designated as places of confinement for general-court-martial prisoners in lieu of naval prisons: Receiving ship, New York; receiving station, Philadelphia; receiving station, Norfolk; receiving ship, San Francisco; Marine Corps base, San Diego; marine barracks, Quantico; marine barracks, Parris Island; naval air station, Pensacola; receiving station, Puget Sound; receiving ship, Cavite; receiving station, Navy Yard, Washington.

(16) **Officers absent without leave.**—When absent without leave, officers shall forfeit all pay and allowances during such absence unless the absence is excused as unavoidable (10 U. S. C. 841; see Cir. 5, W. D. 1905).

(17) The act approved April 2, 1918, provides that the President is authorized to drop from the rolls of the Navy or Marine Corps any officer thereof who is absent from duty without leave for a period of 3 months or more, or who, having been found guilty by the civil authorities of any offense, is finally sentenced to confinement in a State or Federal penitentiary: *Provided*, That no officer so dropped shall be eligible for reappointment (34 U. S. C. 1200–1236).

(18) **Absence without leave determined administratively.**—Where an enlisted man of the Army charged with desertion is found by a court martial not guilty, or the finding of guilty has been disapproved by the reviewing authority, without in either case finding him either specifically or by inference guilty of the lesser offense of absence without leave, his civil or contractual obligation is still open to

administrative determination, and if it be administratively determined that he was absent without leave he should lose pay for the period of unauthorized absence and be charged with the necessary transportation costs of returning him to his command or station tive headings.

### ABSENCE WITH LEAVE

### 28–2

Enlisted men while on authorized furlough are entitled to their regular pay (unless specifically stated to the contrary), but not to certain forms of additional pay and allowances, for which see respective headings.

### ABSENCE BECAUSE OF SICKNESS, OR DISEASE RESULTING FROM INTEMPERANCE, ETC.

### 28–3

(1) The act of May 17, 1926, provides—

> That hereafter no person in active service in the military or naval service who shall be absent from his regular duties for more than one day at any one time on account of the effects of disease, as distinguished from injury, which is directly attributable to and immediately follows his own intemperate use of alcoholic liquor or habit-forming drugs, shall, except as hereinafter provided, be entitled to any pay, as distinguished from allowances, for the period of such absence.
>
> SEC. 2. That hereafter no person in active service in the military or naval service who shall be absent from his regular duties for more than one day at any one time on account of the direct effects of a venereal disease due to his own misconduct, shall, except as hereafter provided, be entitled to any pay, as distinguished from allowances, for the period of such absence: *Provided*, That such absence is within a period of one year following the appearance of the initial symptoms of such venereal disease and regardless of whether the appearance of the initial symptoms occurs prior or subsequent to the date of entry into the service.
>
> SEC. 3. That for all purposes within the scope of this act the period of absence and the cause thereof shall be determined under such procedure and regulations as may be prescribed by the Secretary of War or the Secretary of the Navy, and such determination shall be final and conclusive for all purposes.
>
> SEC. 4. That each person whose pay, as distinguished from allowances, is forfeited for a period in excess of one month at any one time pursuant to the provisions of this act shall be paid for necessary personal expenses the sum of $5 for each full month during which his pay is so forfeited.
>
> SEC. 5. That the acts approved April 27, 1914 (38 Stat. L., pp. 353, 354), August 29, 1916 (39 Stat. L., p. 580), and July 1, 1918 (40 Stat. L., p. 717), so far as relates to forfeiture of pay on account of absence from duty due to injury, sickness, or disease resulting from the intemperate use of drugs or alcohol liquors, or other misconduct, are hereby repealed. (10 U. S. C. 847, a, b, c, d).

(2) Under paragraph 5 of Navy Department General Order No. 20, 1935, in order to become entitled to the $5 payment, the person must be absent for a period in excess of one month at any one time.

Thus a person absent under the purview of General Order 20 from July 16 to August 20, 1926, inclusive, would be entitled to pay from July 1 to 15 and from August 21 to 31, and, in addition to his pay for the period August 21 to 31, to a further sum of $5 exempted from forfeiture as the absence was in excess of 1 full month. A person absent from July 1 to 31, 1926, would forfeit all pay for the full month, as such absence would not be in excess of 1 month.

(3) The $5 payment is not a gratuity but a reserve from forfeiture. Accordingly, where a person is entitled to this payment, the procedure should be to credit pay for the full month and check the difference between the full month's pay and $5.

(4) For regulations relative to the above act see N. R. 1196.

(5) **Misconduct report.**—When it has been determined that an officer has been absent from duty due to causes within the purview of Navy Department General Order No. 20, 1935, the proper commanding officer will forward, through official channels, to the Major General Commandant a report showing the inclusive dates of absence and the cause thereof. Immediately upon receipt of misconduct report from the medical officer, the disbursing officer concerned will make the necessary checkage of pay for the period of absence from duty. In cases arising in the service afloat the commander in chief of the fleet will, at the time of the sending of the original report to the Major General Commandant, transmit a copy thereof to the disbursing officer on whose rolls are borne the pay accounts of the officer concerned.

(6) **Entry in service-record book.**—When it has been determined that an enlisted man has been absent from duty due to causes within the purview of Navy Department General Order No. 20, 1935, the company or detachment commander will make a notation in the man's service-record book of the inclusive dates of such absence, and in the event the man is transferred before checkage of pay has been made, this entry to appear as follows: "Time lost (G. O. 20) from -------------- to -------------- to be checked in next settlement."

(7) **Determination of cause of absence.**—If it is impracticable to determine within the month in which the absence from duty occurs that such absence was due to causes which should deprive the marine of his pay, he will not be permitted to draw pay accrued during the period of absence from duty until the cause of that absence has been determined.

(8) In computing the checkage for absence under the purview of the above statute, pay for the first day of absence shall be checked and pay for the day of return to duty allowed.

(9) **Finding conclusive.**—In the absence of fraud or plain error, a finding by the military authorities as to the cause of the disease and the period of absence from duty on account thereof is conclusive (20 Comp. Dec. 69).

### ARREARS

### 28–4

No money shall be paid to any person for his compensation who is in arrears to the United States until he has accounted for and paid into the Treasury all sums for which he may be liable (5 U. S. C. 82).

### 28–5

Persons in "arrears" are only such as, having previous transactions of a pecuniary nature with the Government, are found, upon the settlement of these transactions, to be in arrears to it (3 Op. Atty. Gen. 52). 5 U. S. C. 82 applies to cases in which the party who claims compensation is liable to the United States (*Hedrick* v. *U. S.*, 16 Ct. Cls., 88).

### 28–6

Where an officer assigned his pay accounts in payment of certain indebtedness, which accounts the Paymaster General declined to pay, for the reason that, on the maturity thereof, the officer was in arrears to the United States, it was held that the refusal of the Paymaster General was in accordance with 5 U. S. C. 82 (17 Op. Atty. Gen. 30).

### 28–7

Rental and subsistence allowances and money accruing from commuted allowances may be paid regardless of the person's indebtedness, except in the case of payee charged with accountability for Government funds. (See art. 2102–6 (*d*) S. & A. Manual.)

### ATTACHMENT OF PAY

### 28–8

(1) No trustee process, garnishment, injunction, or attachment can be recognized by officers of the Government in respect to moneys due creditors of the United States (Digest, 2 Comp. Dec. Sec. 10, ed. 1869).

(2) An attachment cannot be enforced against public money in the hands of a disbursing officer of the Government, and he is authorized to pay the Government's creditor without regard to such attempted levy (1 Comp. Dec. 171).

### BLANK FORMS

### 28–9

For information concerning requisitions for blank forms see current Marine Corps Order on this subject

### CLAIMS

## 28–10

(1) The accounting officers of the Treasury have jurisdiction to settle all claims against the Government of whatever kind or description, except as such claims are committed by law to other officers for adjudication, where, from any proper evidence at hand the liability of the Government and the correctness of the claim can be clearly established (21 Comp. Dec. 134).

(2) Claims for pay and allowances of enlisted men which accrued during a prior enlistment and for pay and allowances of officers and enlisted men which accrued during a period to the 2 fiscal years preceding the current fiscal year, or other claims which for any reason a disbursing officer may decline to pay, shall be made on the General Accounting Office. An individual will submit his claim, together with the necessary supporting evidence, to the disbursing officer carrying his accounts who will certify "that he has not paid and will not pay any portion of the claim" and forward it to the Paymaster, Marine Corps (art. 1869 (2), N. R.). [C. M. C. M. 3.]

### COLLECTIONS AND REFUNDS

## 28–11

(1) Where refunds are made by an officer on account of nonpayment of enlisted men, collections on discharge other than collections for lost or damaged property (see art. 17–43 (4)), cash received from sales of deserter's effects, furlough in lieu of discharge by purchase, from enlisted men for deposit, or from any other source where the regulations provide that the same be turned over to the Paymaster Department, the funds received should be forwarded to the disbursing officer, carrying the accounts concerned, either by check or cash.

(2) If remittance is made by check it should be drawn to the order of the disbursing officer, to whom it is sent, by title and not by name.

(3) Officers transmitting collections to the disbursing officer should accompany the same by a letter of transmittal showing the name of the persons from whom the collections were made, the amounts thereof, purposes, etc. Collections on account of post-exchange indebtedness should be turned over to the exchange officer and collections made because of loss or damage to Government property should be turned over to the post quartermaster. [C. M. C. M. 3.]

### CREDITS

### 28–12

Any difference in pay and allowances to which an officer or enlisted man may be entitled should be credited on the current voucher or pay roll, subject to the limitations of article 1869, Navy Regulations.

### CHECKAGES

### 28–13

(1) "Stoppage of pay against a soldier is unauthorized, unless it is made in execution of the sentence of a court martial, or in pursuance of a statute, or in conformity to the regulations of the Army, which have the force of law" (16 Op. Atty. Gen. 477). The same rule applies to enlisted men of the Navy (13 Comp. Dec. 411).

(2) There is no authority of law for stopping the pay of an officer or an enlisted man to satisfy his private creditors.

(3) In order to avoid losing the right to a review of the case by the Comptroller General, officers should not make voluntary payments in cases in which they question or are uncertain as to the correctness of any amount charged against them or demanded of them. The proper procedure is to decline to make payment to the end that any charge against them shall be made by checkage against their accounts, by direction of the proper administrative authority. After such checkage has been made claim may be presented to the General Accounting Office for the amount involved, and if disallowed appeal may then be made to the Comptroller General.

(4) "Checkage by a pay officer of the Navy against his personal account of an amount disallowed by the auditor in the settlement of said officer's disbursing account, is in effect a refund of the amount and prevents a consideration of his appeal from the action of the auditor. The disallowance having been made by the auditor, two courses were open to the pay officer. He could repay the amount disallowed, or refuse to repay and appeal to this office for a revision. He cannot, however, be allowed to do both" (17 Comp. Dec. 739).

(5) Checkages against the accounts of officers should be made on their monthly pay vouchers (NMC–426) either by the officer submitting the account, in the space provided "less deduction for," or by the disbursing officer carrying the account, under the heading "Paymaster's statement."

(6) Where loss of or damage to Government property is discovered, and where the responsibility is acknowledged or determined by a board of survey after the man's accounts are closed for discharge, the amount involved should be collected in cash by the man's commanding officer prior to discharge and the cash turned over to the post (or organization) quartermaster. (See art. 17–43 (4).)

(7) **Law authorizing.**—The Act of May 26, 1936 (5 U. S. C. 46b), provides:

> That hereafter, whenever upon the statement of the account of any disbursing officer of the United States in the General Accounting Office credit shall have been disallowed for any payment to any person in the executive branch of the Government, otherwise entitled to compensation from the United States or from any agency or instrumentality thereof, such compensation of the payee may be withheld until full reimbursement has been accomplished under such regulations as may be prescribed by the head of the department, branch, or independent establishment (including corporations) under which such payee is entitled to receive compensation: *Provided*, That nothing contained in this act shall be construed to repeal or in any way modify existing laws relating to the collection of the indebtedness of accountable or disbursing officers.

(8) The above cited Act applies to all disallowances made by the General Accounting Office on and after the date of the passage of the Act (Op. Atty. Gen. of the U. S., dated Mar. 24, 1937). The period for which the overpayment occurred may have been prior to the passage of the Act.

(9) **Consent.**—When the pay of an officer is checked because of an illegal or erroneous payment, the written consent of such officer must be obtained and filed as a voucher. When checkages are accomplished through the medium of a request for checkage the officer's consent shall be typed on the back of the request for checkage (NMC–301) in the following form:

---------------------- ----------------
Station Date
I, ________________________________________, hereby consent to the checkage
Name and rank of officer
against my account in the sum of $____________ because of overpayment of such
Amount
amount representing ________________________________________________
Pay, longevity, rental
________________________________________________________________
and/or subsistence allowance, etc.
paid to me by ________________________________________________________,
(Name and rank of disbursing officer by whom overpayment was made)
this action to be without prejudice to suit in the Court of Claims should such suit be instituted.

________________________________________
Signature

(10) The consent of enlisted men to deductions should be obtained for the protection of the disbursing officer in all cases where court action might be taken, as the General Accounting Office will recharge to the responsible disbursing officer such amounts in the event refunds of the deductions are secured by court writs.

(11) If the person concerned objects to the checkage being made, the question will be referred to the Commandant of the Marine Corps, via the Paymaster, by letter setting forth all the facts, for appropriate action in accordance with the Act of May 26, 1936 (5 U. S. C. 46b; art. 28–13 (7)). [C. M. C. M. 2.]

(12) **Monthly liquidation.**—In the case of disallowances by the General Accounting Office, checkage of the pay in monthly installments

may be made upon specific approval of the Secretary of the Navy. Requests will be addressed to the Secretary of the Navy via the Commandant of the Marine Corps. [C. M. C. M. 2.]

(13) **Requests for adjustments.**—Requests for adjustments in the accounts of officers and enlisted men of the naval service to cover differences in pay or allowances will be made out and signed by the disbursing officer.

(14) Upon the receipt at a post of a request for adjustment, from a disbursing officer, record of the same should be made in such form as to insure entry on the current pay roll.

(15) Requests for adjustment will not be held at the post until the roll has been prepared and submitted, but will be forwarded immediately to the disbursing officer having the accounts.

(16) In the event a request for adjustment is received after the officer or man has been transferred, it will be forwarded immediately to the proper disbursing officer.

(17) It is the duty of the disbursing officer to certify to the accomplishments of such requests, such certification to be made after proper entries have actually been made on the vouchers or rolls submitted to him for settlement.

(18) In the event of a man's transfer after the return by the post of a request to check his account, but before the checkage is actually made the commanding officer will enter in the service-record book, under the heading "Other checkages pending," the date of the man's transfer, the nature of the checkage, the amount, and the name, title, and station of the officer requesting the checkage.

(19) The name of the disbursing officer requesting the credit or checkage should be entered on voucher, pay roll, or transcript opposite (over in the case of transcripts) the amount, and under "Remarks" the source, date, and reason for credit or checkage.

(20) No voucher is required to accompany the pay roll to support checkage for loss of or damage to Government property, or for overdrawn clothing.

(21) The method of handling cash advanced by supply officers of the Navy to enlisted men to cover subsistence and transfer from one station to another is as follows: Ordinary request for checkage in triplicate, covering the amount advanced for subsistence and transfer is forwarded by the supply officer making the advance to the supply officer on whose account the man is taken up for pay. Checkage is accomplished in the usual manner. The account of the man is then credited with the amount of expenditures made from the funds advanced, as evidenced by receipts submitted by the man. The receipts are retained by the supply officer making the credit and filed with his account to support said credit. Thus a man is advanced $5, which is checked against his account. He furnishes a receipt for $4.50 and his account is credited that amount. The officer who makes the advance has the accomplished request for

checkage to support said advance. The officer making the credit has the receipts to cover the credit. This avoids the necessity of keeping track of refunds and sending receipts to the officer making the advance.

### DEATH GRATUITY

### 28–14

(1) Immediately upon official notification of the death from wounds or disease, not the result of his or her own misconduct, of any officer, enlisted man, or nurse on the active list of the regular Navy or regular Marine Corps, or on the retired list when on active duty, the Paymaster General of the Navy shall cause to be paid to the widow and, if there be no widow, to the child or children, and, if there be no widow or child, to any other dependent relative of such officer, enlisted man, or nurse previously designated by him or her, an amount equal to 6 months' pay at the rate received by such officer, enlisted man, or nurse at the date of his or her death. The Secretary of the Navy shall establish regulations requiring each officer and enlisted man or nurse having no wife or child to designate the proper dependent relative to whom this amount shall be paid in case of his or her death. Said amount shall be paid from funds appropriated for the pay of the Navy and pay of the Marine Corps, respectively: *Provided*, That if there be no widow, child, or previously designated dependent relative, the Secretary of the Navy shall cause the amount herein provided to be paid to any grandparent, parent, sister, or brother shown to have been actually dependent upon such officer, enlisted man, or nurse prior to his or her death, and the determination of such fact by the Secretary of the Navy shall be final and conclusive upon the accounting officers of the Government: *Provided*, That nothing in this section or in other existing legislation shall be construed as making the provisions of this section applicable to officers, enlisted men, or nurses of any forces of the Navy of the United States other than those of the regular Navy and Marine Corps, and nothing in this section shall be construed to apply in commissioned grades to any officers except those holding permanent or probationary appointments in the regular Navy or Marine Corps: *Provided*, That the provisions of this section shall apply to the officers and enlisted men of the Coast Guard, and the Secretary of the Treasury will cause payment to be made accordingly (34 U. S. C. 943).

(2) (*a*) The Act of May 12, 1930 (34 U. S. C. 944), provides that the provisions of the Act of June 4, 1920, as amended, which authorized the payment of an amount equal to 6 months' pay to the beneficiaries of personnel of the regular Navy or Marine Corps, and retired personnel of the Navy and Marine Corps, when on active duty, shall be extended to transferred members of the Fleet Naval Reserve and Fleet Marine Corps Reserve who died while on active duty and not

as a result of their own misconduct, and transferred members of the Fleet Naval Reserve and Fleet Marine Corps Reserve shall be required to file with the Navy Department the name of beneficiary other than wife or child to which payment of the amount equal to 6 months' pay shall be made in the event of their death while on active duty and not the result of their own misconduct.

(*b*) RESERVISTS ON ACTIVE DUTY.—The Act of March 17, 1941, (34 U. S. C. 855c–1), retroactively effective August 27, 1940, provides that the provisions of the Act of June 4, 1920 (41 Stat. 824), as amended (34 U. S. C. 943), shall be extended to personnel of the Marine Corps Reserve if called or ordered into active military service for extended military service in excess of 30 days, and who die of wounds or disease while so employed and not as the result of their own misconduct. (See art. 13–15A.) [C. M. C. M. 2.]

(3) Payment of the death gratuity will be made to the beneficiary when authorized by the Paymaster General, United States Navy, by an officer of the Paymaster Department, Marine Corps.

(4) An overpayment made to an officer or enlisted man during his lifetime, or any other debts due the United States by the deceased, cannot be charged against the 6 months' gratuity (Comp. Dec., May 14, 1913).

(5) Payment of 6 months' gratuity (deceased enlisted man) may not lawfully be made to any other person than a duly constituted guardian when the beneficiary is a minor (Comp. Dec., Aug. 6, 1913).

(6) The gratuity of 6 months' pay authorized under the Act of May 11, 1908 (34 U. S. C. 943), as amended, is a pure gratuity, and the right of the beneficiary to receive payment being personal it may not be transferred, assigned, or waived in favor of another (24 Comp. Dec. 377).

(7) Omitted. [C. M. C. M. 3.]

## DEPUTIES

## 28–15

(1) **Deputies.**—When, in the opinion of the Secretary of War or the Secretary of the Navy, the exigencies of the service so require, disbursing officers of the Army, Navy, and Marine Corps may, with the approval of the head of their executive department and the consent of their surety or sureties, if any, designate deputies for the purpose of having them make disbursements as their agents, sign checks drawn against their disbursing accounts with the Treasurer of the United States, and discharge all other duties required according to law or regulation to be performed by such disbursing officers, and the agent officer shall be subject, for his official misconduct, to all liabilities and penalties prescribed by law in like cases for the officer for whom he acts as deputy: *Provided*, That every deputy so

designated for a disbursing officer who is bonded shall, if not already under bond, give bond as required by the head of the department concerned (31 U. S. C. 103a).

(2) When it becomes necessary to appoint a deputy under the provisions of paragraph (1), nomination will be forwarded in letter form to the Secretary of the Navy via the Paymaster or Quartermaster, giving the name, rank, and symbol number of the principal, the name and rank of the proposed deputy, and setting forth briefly the reasons for requesting designation of a deputy.

(3) After the stipulation and consent agreement of the principal and his surety company and the power of attorney designating the principal's deputy have been approved by the Secretary of the Navy, the deputy thus designated becomes empowered to act on behalf of his principal and to discharge all duties required to be performed in accordance with paragraph (1) above.

(4) No checks will be drawn or money expended by said deputy until he has been duly notified that the required form of "Stipulation and consent agreement" has been approved.

(5) All payments by the deputy will be made in strict conformity to law and regulations and such orders as may be issued from time to time to the principal or deputy by the Paymaster.

(6) A supply of blank checks will be furnished the deputy by the principal, and upon their receipt proper acknowledgment should be promptly made.

(7) All official checks drawn by the deputy should be signed in the following manner:

J. J. SMITH,
---------------------- *U. S. M. C.*
(Title)
By E. J. JONES,
*Chief Pay Clerk or Pay Clerk, U. S. M. C.,*
*Deputy.*

(8) The official designation of deputies will be as follows:

Paymaster's Deputy,
-----------------------------------
(Location)

(9) To the signatures of deputies on duty outside the principal's office there will be appended on letters and other official papers, except checks, the following:

Chief Pay Clerk or Pay Clerk, U. S. M. C., Deputy of------------------*U. S. M. C.*
(Name, rank, and title)

(10) Carbon copies of all vouchers, check stubs, etc., should be retained whenever practicable for the files of the deputy.

(11) The deputy is the representative of his principal and the paymaster department, and as such will give advice in the preparation of officers' accounts, pay rolls, and all other matters pertaining to that department.

(12) The principal concerned will issue such instructions as may be necessary to his deputy regarding details, as the handling of checks, forwarding of pay rolls and vouchers, accounting for cash collections and refunds, keeping of a cashbook and check stubs, and the making of full and complete reports to him of all the transactions of his (the deputy's) office.

(13) Whenever authorized deputies are relieved or the appointment of a deputy is revoked, the following form will be used for revocation of appointment of a deputy:

(Name of post or station) ______________________________

(Date) ________________________

REVOCATION OF POWER OF ATTORNEY

Be it known that the authority conferred in the power of attorney executed by me on ____________________, and approved by the Secretary of the Navy on ________________, on ________________________________ (Name and rank of deputy), to act as my deputy and to sign checks in my name is hereby terminated, to take effect on ____________

(Name and rank of principal) ______________________________

Signed copies will be furnished to the deputy; section of surety bonds, Treasury Department; accounting division, Treasurer's Office, Treasury Department; the Surety Co.; office of The Judge Advocate General, Navy Department; the Paymaster and/or the Quartermaster. The principal will indicate on his letter of revocation that copies have been furnished as above.

ACTING PAY OFFICERS

## 28–16

(1) The provisions in 34 U. S. C. 62 and 34 U. S. C. 876, for the appointment and pay under certain circumstances of acting pay officers are made applicable to the Marine Corps by 34 U. S. C. 715.

(2) A person appointed as acting pay officer of the Marine Corps is entitled to the base pay of the officer for whom he acts, but not to longevity pay nor commutation of quarters of such officer (22 Comp. 171).

FEES OF CIVILIAN WITNESSES

## 28–17

Fees and mileage, or traveling expenses, of civilians duly summoned as witnesses before a naval court or board are chargeable to the appropriation "Misc. Expenses, Navy," and may be paid by disbursing officers of the Marine Corps at stations where there is no pay officer of the Navy available to make such payment (sec. 257, Naval Courts and Boards, 1937). [C. M. C. M. 3.]

## HOSPITAL FUND

### 28–18

[Omitted. C. M. C. M. 3.]

(3) Members of the Marine Corps Reserve while on active duty will have 20 cents per month hospital fund deducted from their active-duty pay in the usual manner.

### LIFE INSURANCE

### 28–19

(1) **General.**—"In order to give to every commissioned officer and enlisted man and to every member of the Army Nurse Corps (female) and of the Navy Nurse Corps (female) when employed in active service under the War Department or Navy Department protection for themselves and their dependents, the United States, upon application to the United States Veterans' Administration and without medical examination, shall grant United States Government life insurance (converted insurance) against the death or total permanent disability of any such person in any multiple of $500, and not less than $1,000 nor more than $10,000, upon the payment of the premiums as hereinafter provided. Such insurance must be applied for within 120 days after enlistment or after entrance into or employment in the active service and before discharge or resignation" (38 U. S. C. 511).

(2) The United States will grant insurance against death or total permanent disability in any multiple of $500, and not less than $1,000 nor more than $10,000, to any veteran of the World War who has heretofore applied for or been eligible to apply for yearly renewable term (wartime) insurance or United States Government life (converted) insurance, subject to the provisions of 38 U. S. C. 512a:

(*a*) That such person is in good health and furnishes evidence satisfactory to the director to that effect.

(*b*) That no person may carry more than $10,000 of United States Government life insurance at one time.

(*c*) That the amount of insurance applied for under 38 U. S. C. 512a, plus any amount of insurance carried under a previous policy and surrendered for cash, shall not exceed $10,000.

(*d*) That the provisions outlined above shall apply only to persons who served in the military or naval forces of the United States in the course of the World War, from April 6, 1917, to July 2, 1921, and who applied or were entitled to apply for yearly renewable term (wartime) insurance or United States Government life (converted) insurance.

(3) The effective date of insurance applied for under paragraph (1) of this article and the date of the policy will be the day on which valid application and tender of premiums are made by delivery to a naval official or his representative, to be forwarded through channels, or by mailing direct to the United States Veterans' Administration, Washington, D. C.

(4) The effective date of insurance under paragraph (2) of this article:

United States Government life insurance granted by 38 U. S. C. 512a will be issued effective as of the first day of the month in which application for insurance is made to the United States Veterans' Administration, unless the applicant expressly makes written request at the time of applying to have the insurance become effective as of the first day of the month following the month in which application for insurance is made. United States Government life insurance granted in accordance with the provisions of 38 U. S. C. 512a may upon the request of the applicant be made effective the first day of any month prior to the month in which application for insurance is made: "*Provided*, That such date is not more than 6 months prior to the first day of the month in which application is made. *Provided further*, That there is paid an amount equal to the full reserve on the Government life insurance policy at the end of the month prior to the month in which application for insurance is made, plus the first premium on the converted insurance for the month in which the application is made. This privilege is extended to those who desire to take advantage of the premium rate for the younger age.

## 28–20

**Beneficiary.**—The insured under a United States life (converted) insurance policy may designate any person, firm, corporation, or legal entity as the beneficiary under his policy, either individually or as trustee.

## 28–21

(1) **Change of beneficiary.**—The insured under United States Government life insurance shall have the right at any time, and from time to time, and without the consent or knowledge of the beneficiary, to change the beneficiary. A change of beneficiary must be made by written notice to the United States Veterans' Administration over the signature of the insured and shall not be binding on the Administration unless received and indorsed on the policy by the Administration. A change of beneficiary must be forwarded to the Administration by the insured or his agent and should be accompanied by the policy.

(2) A change of beneficiary may be indorsed during the lifetime of the insured or after his death, and when so indorsed said change shall be effective as of the date the insured signed the written notice of change of beneficiary. The Administration shall be protected in all payments made to the beneficiary last of record and before receipt of notice of a change of beneficiary, and no payments so made shall be paid again to the changed beneficiary. The insured may exercise any right or privilege given under the provisions of a Government

life insurance policy without the consent of the beneficiary. An original designation of a beneficiary may be made by last will and testament, but no change of beneficiary may be made by last will and testament.

(3) Application for change of beneficiary will be made on Form 724 (change of beneficiary of war-risk insurance). This form will be prepared in triplicate, witnessed by an officer, the triplicate copy pasted in the service-record book of the insured, and the original and duplicate forwarded to the Veterans' Administration, via the Paymaster, Marine Corps, Washington, D. C.

## 28-22

(1) Applications for Government life insurance shall be prepared on Form 739 in triplicate. The third copy will be pasted in the service-record book of the enlisted man concerned immediately following "General pay data." The original and duplicate, together with Form NMC-535, will be forwarded to the Paymaster, through the disbursing officer on whose rolls the applicant's accounts are borne, for further transmittal to the Veterans' Administration. In case of officers who apply for insurance, the third copy of the application should be retained by them.

(2) Every application for insurance will, if correctly prepared, be recorded by the disbursing officer on whose rolls the individual's account is carried; if improperly executed, it should be returned for correction.

(3) Upon receipt of an application for converted insurance and voluntary allotment to cover premiums thereon, the disbursing officer carrying the accounts of the insured will register the allotment, writing or stamping on NMC-535 "this allotment to cover premiums on converted insurance." A copy of NMC-535 will be attached to the original Form 739 and forwarded as directed in the above paragraphs.

(4) The premium-paying allotment will be registered effective the month in which application for insurance is made and for as long a time as possible.

(5) To stop a premium-paying allotment see instructions contained in article 27-15 (4) and (5).

(6) The premium-paying allotment will be stopped with the month preceding that in which cancellation or reduction of insurance is requested.

## 28-23

In accordance with the regulations of the Veterans' Administration an allotment registered effective the month in which application for insurance is made will pay the premiums for the next succeeding calendar month, so that insurance premiums will be paid in advance.

It is therefore evident that when a man cancels or reduces his insurance and the allotment stopped with the month preceding that in which the request for cancelation or reduction is made premiums have really been paid to include the last day of the latter month.

### 28–24

In case of reduction of insurance the premium-paying allotment on the insurance remaining in force will be registered, effective the month the reduction is requested.

### 28–25

**Cancelation of insurance and stoppage of allotment.**—When the insured desires to cancel his insurance or discontinue his premium-paying allotment thereon, Form 1000 should be prepared in quadruplicate, properly signed by the insured and witnessed. One copy of the form will be pasted in his service record book over the application for insurance pasted therein, and the original and two copies forwarded through the disbursing officer carrying the account of the insured to the Paymaster, Marine Corps, for further transmittal to the Veterans' Administration. Upon the receipt of the Form 1000 by the disbursing officer carrying the insured's account he will complete the form and prepare Form NMC–303.

### 28–26

**Reduction of insurance.**—When the insured desires to reduce the amount of insurance previously applied for, Form 739 will be used, with the following notation written on the face thereof:

> This application is made for the purpose of reducing the amount of insurance applied for by me under date of -------------------- from $------------ to $------------.

Application for reduction will be prepared and forwarded in the same manner as original application for insurance.

### 28–27

(1) A premium-paying allotment will be stopped with the month a man is discharged, provided enough pay has accrued; otherwise it will be stopped with the preceding month.

(2) In case of death the premium-paying allotment will be stopped with the month preceding that in which death occurred.

(3) The checkage of insurance premium allotment will take precedence over Government indebtedness due to property loss, loss of pay by sentence of deck court, summary court martial, or general court martial not involving prison confinement. Sentence of general court martial involving confinement will operate to stop the premium-paying allotment; and such stoppage will be effected by the disburs-

ing officer carrying the man's account as soon as that officer is notified of the sentence. (S. and A. Cir. Letter 42, March 30, 1921.) In such case the man concerned should be instructed to remit or have someone else remit the premiums direct to the Veterans' Administration or suffer his insurance to lapse. Where pay is forfeited pursuant to the court-martial sentence to such an extent that sufficient pay does not accrue to allotter to cover premiums on insurance, the disbursing officer will send a request in letter form (in duplicate) to the Marine Corps allotment officer to temporarily suspend payment of the allotment. One copy of this letter will be receipted and returned by the Marine Corps allotment officer to the disbursing officer concerned. When pay subsequently accrues to the allotter sufficient to cover premiums on insurance, the disbursing officer will advise the Marine Corps allotment officer. During the interval checkage of allotment for insurance premium will be continued to be made on the roll.

(4) In the case of absence without leave, premium-paying allotments will not be stopped unless the absence develops into desertion, in which case the allotment will be stopped with that month, provided there is sufficient money due; otherwise it will be stopped with the preceding month.

(5) If a man is not in a pay status by reason of operation of Navy Department General Order No. 20, 1935 (misconduct), the premium-paying allotment may be checked from money due or subsequent pay, provided a period of 60 days has not elapsed during which no premium allotment was checked, in which case the allotment will be discontinued and insurance automatically canceled, unless the insured desires to make a cash deposit, with the disbursing officer carrying his account, to protect the allotment, in which case the deposit will be taken up on the cash book and the account current as "Cash deposit by A——— B———, to protect allotment," and credited to the grantor's account on the pay roll with the remark "Deposited to protect insurance premium allotment."

## 28–28

**Payment of premiums after discharge.**—When a person who has availed himself of Government life insurance is discharged, resigns, or is placed on an inactive status, he shall be advised by his commanding officer of the date to which his insurance premiums have been paid, to the end that if the insured desires to continue his insurance, he may make future premium payments direct to the United States Veterans' Administration, Washington, D. C.

## 28–29

**Upon reenlistment or reentrance into active service** a man acquires a new status insofar as his rights to apply for insurance are concerned, and he may either apply for new insurance within 120 days from such reenlistment or reentrance into active service, or he may continue insurance carried in the previous enlistment, provided premiums on same have been paid regularly since discharge, by renewing previous authorization of deduction of premiums from his pay by the execution of Forms NMC-535a and NMC-535.

## 28-30

**Calculation of age.**—The following is the correct method for the calculation of the age (nearest birthday) of the insured:

| | Year | Month | Day |
|---|---|---|---|
| Applies for insurance effective | 1920 | 3 | 15 |
| Man born | 1889 | 2 | 10 |
| Age | 31 | 1 | 5 |

Correct age to be shown on application for insurance is 31. However, should a man apply for insurance on the same day of the month he was born in, but 6 months removed from the date of birth, he will be given the benefit of the lower age, viz:

| | Year | Month | Day |
|---|---|---|---|
| Applies for insurance effective | 1918 | 1 | 1 |
| Man born | 1888 | 7 | 1 |
| Age | 29 | 6 | 0 |

The correct age to be shown on application for insurance is 29.

## 28-31

(1) **Payment of premiums.**—Premiums on Government life insurance must be paid by the insured, and may be paid monthly, quarterly, semiannually, or annually, and by any of the following methods:

(*a*) Sending a certified check, money order, draft, or Government check, drawn payable to the order of "Treasurer of the United States" to the United States Veterans' Administration, Washington, D. C.

(*b*) Executing a Navy voluntary allotment on Forms NMC-535 and 535a payable to the Treasurer of the United States, Veterans' Administration, Washington, D. C., for the amount of the monthly premiums. This method can be used only where premium is paid monthly.

## 28-32

**Reinstatement of insurance.**—The Government life insurance policy contains the following paragraph:

"*Reinstatement 3.*—This policy, if it has not been surrendered for cash or for paid-up insurance or if the extended insurance has not expired, may be reinstated upon evidence of the insurability of the insured satisfactory to the Bureau of War Risk Insurance, and upon payment of all premiums in arrears, with interest at the rate of 5 percent per annum and the payment or reinstatement of any indebtedness which existed at the time of such default, with policy loan interest." To reinstate a Government life insurance policy, Form 807 should be executed in triplicate and the amount (all back premiums, including premium for the current month, interest, etc.) necessary to reinstate the policy should be fastened to the original application for reinstatement. Applications for reinstatement will be forwarded in the same manner as original applications for conversion of insurance forms. If the payment of subsequent premiums is to be made by an allotment, such allotment will be effective the month in which application for reinstatement is made. The initial payment, however, covering back premiums, interest, premium for current month, etc., necessary to reinstate the policy, must be made by certified check, money order, or draft and attached to the original application for reinstatement.

## NAVY ACCOUNTS AND ACCOUNTING

### 28–33

No special authority is required by a disbursing officer of the Marine Corps to take up the pay accounts of officers and enlisted men of the Navy serving with Marine Corps organizations. In such cases the receipt of transfer pay accounts is all that is necessary.

### 28–34

The pay accounts of enlisted men of the Navy attached to and serving with Marine Corps organizations will ordinarily be stated on the pay roll of the organization in the body of the roll, but following the marine accounts and separate therefrom by two or three spaces. The word "Navy" will be entered immediately above these accounts. Separate pay rolls will, however, be submitted by the medical officer in the case of a separate unit, or when the enlisted Navy personnel is sufficiently large to warrant the same.

### 28–35

When a person in the naval service is transferred from an organization payable by a disbursing officer of the Marine Corps, every effort will be made to have the transfer pay account accompany the person so transferred. With this end in view the commanding officer having custody of the service record of an enlisted person of the Navy attached to his command will at once, on receipt of the order for transfer, prepare and submit NMC–90 (statement closing account for settlement) to the disbursing officer concerned. In the case of an enlisted person the transfer pay account will be transmitted, if possible, with the service record.

## 28–36

Whenever the payment of a subsistence allowance to enlisted men of the Navy serving with Marine Corps organizations is authorized, two certified copies of the letter of the Bureau of Navigation authorizing the same will be filed with the first pay roll or individual voucher in which claim for the allowance is made.

## 28–37

Where payments are made on account of hospital subsistence, in accordance with the provisions of article 24–100 (5) a copy of the voucher on which payment is made will be furnished the Bureau of Medicine and Surgery via the Paymaster.

### POWER OF ATTORNEY

## 28–38

All transfers and assignments made of any claim upon the United States, or of any part thereof, or interest therein, whether absolute or conditional, and whatever may be the consideration therefor, and all powers of attorney, or other authorities for receiving payment of any such claim, or of any part or share thereof, shall be absolutely null and void, unless they are freely made and executed in the presence of at least two attesting witnesses, after the allowance of such a claim, the ascertainment of the amount due and the issuing of a warrant for the payment thereof. Such transfers, assignments, and powers of attorney must recite the warrant for payment, and must be acknowledged by the person making them before an officer having authority to take the acknowledgments of deeds, and shall be certified by the officer; and it must appear by the certificate that the officer, at the time of the acknowledgment, read and fully explained the transfer, assignment, or warrant of attorney to the person acknowledging the same. (31 U. S. C. 203.)

## 28–39

(1) Officers may have their checks for pay forwarded direct to and collected by a person or bank by giving such person or bank a power of attorney to indorse and collect for their account, a particular check or class of checks.

(2) He should execute a power of attorney in the form indicated below, deliver the original thereof to the attorney, and advise the latter to forward the same to the Treasurer of the United States, or other depositary upon which the checks will be drawn.

(3) The signature of the person granting the power of attorney in such cases does not have to be executed in the presence of attesting witnesses unless the signature is made by mark, in which case it should be witnessed by at least one person who can write, besides the acknowledging officer, giving his place of residence in full.

(4) The officer should request the disbursing officer having his accounts to forward his pay check to such person or bank as may be indicated, stating that he has given a power of attorney to endorse and collect the checks so sent.

(5) A copy of the power of attorney will be forwarded to the disbursing officer having the accounts of the officer concerned.

(6) Form of power of attorney to collect money due on disbursing officers' checks is as follows:

*Know all men by these presents:* That the undersigned, Paul Brown, major U. S. Marine Corps, of Newport, Rhode Island, does hereby appoint Newport Trust Co., of Newport, Rhode Island, as attorney to recieve, endorse, and collect checks in the name of the undersigned, drawn on the Treasurer of the United States, for whatever account (if desired, the words "whatever account" may be stricken out and the space used to insert a description of the particular check or checks involved), and to give full discharge for same, granting to said attorney full power of substitution and revocation, hereby ratifying and confirming all that said attorney, or his substitute, shall lawfully do or cause to be done by virtue hereof.

Witness the signature and seal of the undersigned, this -------- day of --------------------, 19----.

[SEAL] ______________________________

Personally appeared before me the above-named Paul Brown, major, U. S. Marine Corps, known or proved to me to be the same person who executed the foregoing instrument, and acknowledged to me that he executed the same as his free act and deed.

Witnesss my signature, official designation, and seal.

______________________________
(Signature of attesting officer)

[IMPRESS SEAL HERE]

______________________________
(Official designation)

Dated at --------------------, this -------- day of --------------------, 19----.

My commission expires --------------------, 19----.

## 28–40

Whether checks are to be forwarded direct to the officer or to a bank or other party, the usual vouchers for pay, etc., must, in the case of an officer on active duty, be submitted to the disbursing officer who has his account in the usual manner. Where card payments are made, as in the case of retired officers on an inactive status, vouchers need not be submitted. (See art. 24–139.)

### TIME

## 28–41

(1) **Division of time for pay purposes.**—"Where the compensation of any person in the military service of the United States is annual or monthly, the following rules for division of time and computation of pay for services rendered are hereby established: Annual compensation shall be divided into 12 equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month one-thirtieth of one of such installments, or of a monthly compensation, shall be the daily rate of pay. For the purpose of computing such compensation and for computing time for services rendered during a fractional part of a month in connection with annual or monthly compensation, each and every month shall be held to consist of 30 days, without regard to the actual number of days in any calendar month, thus excluding the 31st of any calendar month from the computation and treating February as if it actually had 30 days. Any person entering the service of the United States during a 31-day month and serving until the end thereof shall be entitled to pay for that month from the date of entry to the 30th day of said month, both days inclusive; and any person entering said service during the month of February and serving until the end thereof shall be entitled to one month's pay, less as many thirtieths thereof as there were days elapsed prior to date of entry: *Provided*, That for 1 day's unauthorized absence on the 31st day of any calendar month 1 day's pay shall be forfeited." (5 U. S. C. 84.)

(2) For the purpose of computing compensation, and for computing time for services rendered during a fractional part of a month, each and every month shall be held to consist of 30 days, without regard to the actual number of days in any calendar month, thus excluding the 31st of any calendar month from the computation and treating February as if it actually had 30 days. When a promotion or demotion occurs during any month from a place to another place carrying a different compensation, services under such promotion or demotion will be considered as fractional service. (See art. 25–109 (2).)

## 28–42 to 29–0

## Chapter 29

# PAYMENTS, OVERPAYMENTS, AND EMERGENCY PAYMENTS

## PAYMENTS (PAYMASTER DEPARTMENT)

### 29–1

The law in most cases provides simply for the payment of an annual sum to officers and enlisted men; but, both public and private convenience require, and custom has fully established, the practice of paying officers and enlisted men twice a month or at such other times as necessity dictates, and this is now to be regarded as the authorized rule of the service. [C. M. C. M. 3.]

### 29–2

(1) **Payments to officers.**—Payments to officers will ordinarily be made on officers' pay vouchers, NMC–426.

(2) Payments to enlisted men may be effected as follows, using the plan most practicable under the circumstances:

(*a*) By delivery of the cash and checks, in person, to the commanding officer of the organization, or the officer delegated by him, taking receipt therefor.

(*b*) By check or cash to the commanding officer as outlined in articles 29–10 and 29–11.

(*c*) By individual check payments. The checks will be listed on Form NMC–329 and delivered or forwarded to the man's commanding officer.

(*d*) By the disbursing officer, or his deputies, in person.

[C. M. C. M. 3.]

### 29–3

(1) **Regular payments to enlisted men.**—Enlisted men, except such as are in confinement serving sentence or awaiting trial (see art. 25–10), may be paid twice a month (on approximately the 5th and 20th of the month) such money as they may have due them. For emergency payments see article 29–41.

[C. M. C. M. 3.]

(2) **Method of computing amounts due.**—Any amounts accruing from the 16th to last day of previous month plus any monies previously accrued but unpaid, less any authorized deductions, may be paid on the first semimonthly pay day. Any amounts accruing from the 1st to the 15th of the current month plus any monies previously accrued but unpaid, less any authorized deductions, may be paid on the second semimonthly pay day. Allotments may be charged one-half on the 1st of the month and one-half on the 15th of the month, except that on settlement of account on transfer the allotment will be checked in full.

(3) **Returned deserters.**—No money shall be paid to a returned deserter until after the receipt of his account from the Deserters' Roll and the removal of the mark of desertion, or disposition of his case.

(4) **Fraudulent enlistment.**—Pending disposition of his case no money shall be paid to an enlisted man subsequent to the date "Facts warranting presumption of fraudulent enlistment" are received by his commanding officer. (See art. 25–120).

[C. M. C. M. 3.]

## 29–4

(1) **Payments of a command.**—When the payment of a command is to be made in person by a disbursing officer of the Marine Corps or his deputy, the commanding officer should provide a room of suitable size and the necessary tables, chairs, and stationery. No unofficial collections will be permitted in this room. Men to be paid should be advised, prior to the time of payment, as to the relative position of their names on the pay roll, and the command should be formed accordingly, each man being instructed to answer "Here" and step up to the pay table promptly when his name is called.

(2) All men who have signed for pay, and whose duties do not make it impracticable, will be required to be present at the pay table for payment.

(3) Prior to the payment of the command, the commanding officer should have prepared on NMC–430, a list of men who have signed the pay roll but who will not be present at the pay table, and an envelope for each of these men showing the pay roll number, name, rank, and amount to be paid. [C. M. C. M. 3.]

(4) At the time of the preparation of NMC–430, it will be completed to show the name of the officer to whom the commanding officer delegates authority to receive and receipt for such funds as may be left by the disbursing officer. [C. M. C. M. 3.]

(5) The commanding officer, or the officer delegated by him, will be present at the pay table to witness the payment and to receipt for money due absentees. After all men present have been paid the certificate of the "Witnessing officer" on the face of the pay roll will be executed. [C. M. C. M. 3.]

(6) The disbursing officer will take a receipt for money left for the payment of absentees on NMC–430, as previously prepared. When money so left is delivered, NMC–430 will be signed by the enlisted men concerned and the form returned to the disbursing officer with the request that their accounts appearing on the pay roll be stamped "Paid." [C. M. C. M. 3.]

(7) The original pay roll will be retained in the custody of the disbursing officer. [C. M. C. M. 3.]

(8) Money may be held for delivery for a period not to exceed 3 days. All money not delivered within the specified time will be returned to the disbursing officer immediately. [C. M. C. M. 3.]

### 29–8

**Men sick in hospital** will not be paid without the approval of the medical officer in command thereof.

### 29–9

**No receipt for check payments** shall be required or taken.

### 29–10

(1) **By commanding officer.**—In cases where it is impracticable for a disbursing officer or his deputy to make payment in person, a check for the entire amount to be paid in cash, together with a schedule of change required, should be forwarded to the commanding officer by NMC–429. The check should be drawn to the order of the disbursing officer, or his deputy as appropriate, and endorsed to the order of the commanding officer, e. g.:

Pay to the order of the commanding officer of ______________________ for payment of troops.
(Station)

When payment is due, the check should be cashed by the commanding officer and payment made by him immediately, as the disbursing officer's agent.

(2) The signed roll with NMC–429 should be returned to the disbursing officer immediately after payment, but not later than 3 days after its receipt at the post. Total refunds, if returned by check, should accompany NMC–429. Where refunds are to be deposited at

nearest public depositary mention of the fact should be made on the form, together with details of pay-roll number, name of man, amount refunded in each case and reason therefor.

(3) Should a marine die or desert before receipt of the money at the post the check or cash should be returned to the disbursing officer. The same course being pursued should a marine decline to receive his pay, or if for any reason it is impracticable to deliver it to him in person.

## 29–11

(1) **Shipment of cash by registered mail.**—Where it is impracticable for a disbursing officer to make payment in person, or where difficulty may be encountered in cashing checks, the forwarding of currency and coin by insured registered mail under the following conditions, through the medium of a Federal Reserve bank, is authorized:

(*a*) Check for the amount to be forwarded, together with schedule of change desired, to be delivered to the Federal Reserve bank, together with the name, rank, and address of the officer to whom the cash is to be forwarded.

(*b*) Shipment to be registered by the Federal Reserve bank.

(*c*) The cost of registration and postage to be billed to the disbursing officer who requested the shipment made, on public bill, immediately upon shipment of funds. Expenditures on this account will be charged to the appropriation "General Expenses, Marine Corps."

(*d*) Upon delivery of check to the Federal Reserve bank the officer to whom shipment is to be made to be notified by the disbursing officer concerned and a copy of the change list furnished him.

(*e*) Immediate acknowledgment of receipt of shipment to be made to the disbursing officer concerned by the officer receiving the same.

(2) **Shipment of cash by express.**—Where the method outlined in the preceding paragraph cannot be followed, shipment of cash by express may be made as follows:

(*a*) The disbursing officer, in the presence of at least one witness, will prepare the package or packages containing the cash to be shipped and personally place seals thereon. In the event cash is to be sent to several organizations under the same command a package for each organization will be prepared and sealed and plainly marked to show the name of the organization and the amount of cash contained therein, followed by the signature of the disbursing officer. All packages will then be consolidated in one parcel, sealed and addressed to the commanding officer of the post or station where payment is to be made.

(*b*) The package or packages thus marked and addressed to the commanding officer will be forwarded by express at carriers' risk to its destination.

(*c*) At places beyond express delivery the commanding officer, when notified by the disbursing officer that funds sent by express are to be expected, will send an officer with a suitable guard to receipt for the parcel and convey it to the post.

(*d*) When the express parcel (or parcels) is received at the post or other organization it will be opened in the presence of witnesses by the commanding officer, who will observe the condition of the seals, verify the number of company and detachment packages, and see that the marking upon them conforms to these instructions. When practicable the seals will be removed intact and retained until the payment is completed and found correct. The separate sealed packages containing the pay for the several companies and detachments will then be delivered to the officer designated to pay the command for distribution, which will be made as soon as practicable thereafter; but in no case will such distribution be deferred more than 24 hours. The commanding officer will be responsible for the safekeeping of the packages of funds from the time of their receipt at the post or other organization until they have been thus turned over for distribution.

(*e*) When a company or detachment is mustered for pay, the officer designated to pay the command will open the package containing the pay for that company or detachment in the presence of at least one witness, who shall be a commissioned officer if available. The cash will then be counted and verified with the amount stated on the wrapper by the disbursing officer. Should there be a deficiency the package will be resealed and returned to the disbursing officer unless the amount should be offset by finding a surplus in another package. In each case a statement of facts with appropriate certificates, will be sent to the disbursing officer by the commanding officer.

## 29–12

(1) **Deserters.**—Money sent to an officer for delivery to a soldier who deserts before its receipt cannot be used by the officer to settle the soldier's debts (Digest Comp. 1902, p. 127).

(2) Where the company commander has made a technical delivery of the pay to the soldier, it is to be viewed as having been constructively placed in the soldier's possession and may be used to liquidate post-exchange dues and similar authorized indebtedness. Any balance remaining should be deposited as "effects of deserter" (J. A. G. Feb. 3, 1907, and Oct. 12, 1909; P. M. G. O. Nos. 60190 and 77593).

(3) Should the date of desertion antedate the date of payment of the command there could be no actual or technical delivery of pay (P. M. G. O. No. 63090, Apr. 8, 1908).

(4) When men are in receipt of allowances for subsistence, at places where government messing facilities are available, messes may be reimbursed, for meals furnished prior to desertion or death, provided any money due the man is not otherwise obligated. Payment will be made on Standard Form 1012 (Comp. Gen. A–587, Apr. 4, 1924).

## 29–13

[Omitted. C. M. C. M. 3.]

## 29–14

**Men on furlough** who desire to be paid should apply to their commanding officer, and, if approved by the latter, payment will be made by individual check of such amounts as he may approve for settlement. These checks will be forwarded to the commanding officer for delivery to the men concerned.

## 29–15

(1) **Disputed or doubtful accounts.**—A disbursing officer is not authorized to make payments in cases involving disputed questions of law or fact, the proper procedure being to send all such cases to the General Accounting Office, Claims Division, for direct settlement.

(2) If a disbursing officer has reason to doubt the legality of a claim, he is justified in declining to make any payment thereon until the claimant shall have caused it to be presented to the accounting officers and until a favorable decision shall have been rendered by them thereon (vol. 2, Dig. 2, Comp. 439, Oct. 2, 1879; Mar. 14, 1882).

## 29–16

A disbursing officer of the Government is authorized to make payments only to creditors of the Government, except in the case of duly authorized post exchanges and allottees.

## 29–18

A disbursing officer having made payments in accordance with decisions of the office of the Comptroller of the Treasury construing the act governing them is protected as to such payments by said decisions, and the amounts so paid cannot be disallowed in his accounts upon a different construction of law (Comp. Dec., Jan. 21, 1907).

## 29–19

The principles enunciated in decisions of the comptroller are applicable to all cases arising under statutes therein construed, whether occurring before or after the date of the decision (12 Comp. Dec. 745); but where payments have been made in good faith in accordance with regulations and long practice, a disbursing officer was held not responsible for those made prior to date of decision (Comp. Dec., Feb. 9, 1907).

### 29–20

A disbursing officer is responsible for illegal payments made through failure to take advantage of records from which reliable information may be had. The accounting officers have no authority to give credit for illegal payments, though claimed on equitable grounds (Comp. Dec., Aug. 23, 1906).

### 29–21

Disbursing officers are not required to make payments on merely formal evidence. If they are not satisfied that the facts are in substance such as to justify payment, they are authorized and it is their duty to require reasonable explanation or further evidence (14 Comp. Dec., 328).

### 29–22

A paymaster may, of course, use his own judgment as to the evidence upon which he will make payments, but the payments are made at his risk, and failure to take advantage of the records from which reliable information may be had increases the danger of making illegal disbursements (Comp. Dec., Aug. 23, 1906). [C. M. C. M. 3.]

### 29–23

Where the law itself has been changed relating to payments of a certain class, the new law governs from the date it goes into effect, and any payment made contrary thereto, although in accordance with previous practice, must be held to be illegal and credit therefor denied by the accounting officer (Comp. Dec., May 27, 1907).

### 29–24

Payments made on the next to the last day of a month when the last day falls on Sunday or a legal holiday are not authorized by law, and where a disbursing officer makes such payments he does so at his own risk (11 Comp. Dec. 86).

### 29–25

Although an officer or employee may be unable to receipt for his salary, there is no authority of the law for its payment to his wife upon her receipting in his name (1 Comp. Dec. 268).

## 29–26

If an officer or enlisted man is afflicted with mental disability that disqualifies him from signing his name, the law requires the appointment of a committee or guardian (vol. 2, Dig. 2, Comp. 1109, July 18, 1883).

NOTE.—The papers appointing such guardian should be filed with the first voucher, and in future payments reference to such voucher by number should be made. If in an asylum, the superintendent's certificate that the officer was alive at the time payment was made should be filed with each voucher. The guardian should sign the name of the officer or man, followed by his own signature as guardian.

## 29–27

The provisions in 31 U. S. C. 203, relative to the transfer and assignment of claims against the United States are applicable to orders given by employees of the United States to disbursing officers for the payment of their salaries or a part thereof to a third person, and disbursing officers are not authorized to honor such orders unless they are executed in the form and manner prescribed in said section (11 Comp. Dec. 790).

## 29–28

No officer disbursing money for the Marine Corps, or directing the disbursement thereof, shall be concerned individually, directly, or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the department in which he is engaged.

## 29–29

If a payment made on the certificate of an officer as to the facts is afterwards disallowed for error of fact in the certificate, it will pass to the credit of the disbursing officer and be charged to the officer who gave the certificate, but the disbursing officer cannot protect himself in an erroneous payment made without due care by charging lack of care against the officer who gave the certificate.

## 29–30

"**No advance of public money shall be made** in any case whatever; and in all cases of contracts for the performance of any service or the delivery of articles of any description for the use of the United States, payment shall not exceed the value of the service rendered or of the articles delivered previously to such payment. It shall, however, be lawful, under the special direction of the President, to make such advances to the disbursing officers of the Government as may be necessary to the faithful and prompt discharge of their respective duties and to the fulfillment of the public engagement * * * " (31 U. S. C. 529).

## 29–31

(1) **The payment of checks to an unauthorized person** does not constitute payment to the payee when there has been no delivery of the checks to the payee and where such payee was not a party to the delivery or is in any way estopped to deny that such delivery was a delivery to him.

(2) The payment of such checks to an unauthorized person does not discharge, diminish, or in anywise affect any claim which the payee might otherwise have had against the United States.

(3) The delivery and payment of checks to a person to whom the United States is not indebted is unauthorized, and a disbursing officer who makes such payment is not entitled to credit therefor in his accounts with the United States.

(4) Whether the disbursing officer can recover from the bank which paid such checks upon forged indorsements is a matter between the disbursing officer and the bank (Dec. Comp. Gen. June 15, 1922).

(5) Cases have arisen in which checks have been paid on forged indorsements made by the person to whom the drawer delivered the check mistaking his identity for the one who is designated as payee, and when the person to whom the check has been delivered indorses it, and although it be a forgery of the name of the person to whom the bank took him to be, it has been considered that the bank should be protected in paying the check because the drawer was in fault in the first instance, and the person who forged this instrument was the person to whom the drawer actually delivered the instrument.

## 29–32

(1) **Payments on order of commanding officer.**—"Every disbursement of public moneys * * * made by a disbursing officer pursuant to an order of any commanding officer of the Navy shall be allowed by the proper accounting officers of the Treasury, in the settlements of the accounts of the officer, upon satisfactory evidence of the making

of such order, and of the payment of money * * * in conformity with it; and the commanding officer by whose order such disbursement * * * was made shall be held responsible for the same."

(2) "An order by the Secretary of the Navy to an officer has been held to be within this section. If money is disbursed by an officer in faithful compliance with the Secretary's order, under this law the Secretary and not the officer must account and answer to the United States" (U. S. *v.* Jones, Fed. Cas. No. 15493–a, p. 653).

(3) In order to charge a commanding officer with a payment made by his order under 31 U. S. C. 106 it is necessary that there should be a compliance with the Navy Regulations as to an order in writing (8 Comp. Dec. 756).

(4) The approval of the commanding officer is sufficient for action by the disbursing officer. When the disbursing officer, however, is ordered by his commanding officer to make an expenditure of money which the disbursing officer believes to be illegal or contrary to regulations, the latter shall state in writing the grounds on which he objects to obeying the order and request that the order be reiterated in writing. On the receipt of such order the expenditure shall be made. (See N. R. 1748.)

(5) A disbursing officer making a payment assumes responsibility for its accuracy. Therefore, in withholding payment until the receipt of full information necessary to a correct settlement, the disbursing officer is doing no more than his duty and is acting strictly within his authority. If the commanding officer feels satisfied that a payment should be made in advance of the receipt of full information, he is at liberty to order said payment, assuming the responsibility therefor in accordance with 31 U. S. C. 106 (3 Comp. Dec. 449).

## 29-33

**Responsibility for payments on facts certified.**—A disbursing officer is not responsibile for illegal payments made by him in good faith and in accordance with the certificate of another officer as to the facts (9 Comp. Dec. 545; 23 Ct. Cl. 452; 21 Comp. Dec. 314; Comp. Dec. Nov. 21, 1914, file 26254–1672; 21 Comp. Dec. 357. But see Comp. Dec. Mar. 26, 1914, app. No. 23482, file 26254–1451:12; 21 Comp. Dec. 245, modified by 21 Comp. Dec. 357).

## 29-34

**A Navy Regulation** requiring disbursing officers to disburse money under certain contingencies is an order of the Secretary of the Navy, and as such protects the disbursing officer from responsibility and is conclusive on the accounting officers (30 Op. Atty. Gen. 376, reversing 21 Comp. Dec. 554, 357, and 245).

## 29–35

**Payment from private funds.**—Whenever an officer has found it necessary to advance his private funds in order to properly perform his duties, such an advance is not regarded as voluntary or unauthorized, creating no liability on the part of the Government, but is an advancement rendered necessary by the exigencies of the situation for the existence of which the Government is responsible, and for which the officer is entitled to reimbursement (8 Comp. Dec. 46).

## 29–36

**Man's signature evidence of payment.**—In the absence of proof to the contrary, the witnessed signature upon the pay roll furnishes conclusive evidence that an enlisted man received the amounts charged against his account (Comp. Dec. Apr. 29, 1913).

## 29–37

**Responsibility for payment on forged signature.**—While in general a disbursing officer is not responsible for payments based on facts of which he has no knowledge and which are certified to him as correct by the proper administrative officer, yet this principle does not extend to allow the disbursing officer credit for a payment made on a forged signature (23 Comp. Dec. 319).

## OVERPAYMENTS

## 29–38

**Disallowed.**—Overpayments other than such as are produced by authorized advances will invariably be disallowed.

## 29–39

**Fixing responsibility for.**—When, at other offices than Headquarters, it may be found necessary to fix the responsibility for overpayments resulting from certification of officers submitting accounts, the disbursing officer concerned should, upon receipt of information contained in the memorandum of analysis of his account or other authoritative data, furnish the certifying officer with an extract thereof, advise him that his comment is desired for reference to the Major General Commandant for determination of responsibility, and after having secured same refer the case, with such comment as he may deem necessary, to the Paymaster for further action.

## 29-40

(1) **Disbursing officer responsible if in possession of facts.**—A pay officer in possession of all the facts necessary to enable him to pay an enlisted man the correct amount due upon discharge is responsible for an overpayment made by him, even though the overpayment results from an erroneous balance transferred to him by the pay officer from whom he received the account due to the latter's failure to check the amount accrued at the date of the man's conviction of fraudulent enlistment, as it was his duty to have done (Comp. Dec. Mar. 30, 1912).

(2) An enlisted man was discharged on account of physical disability with amount overpaid $31.15 because of clothing bounty; some months later he again enlisted, but made no declaration at the time as to his former service in the Navy; the auditor disallowed the amount formerly overpaid ($31.15) in the pay officer's account. It is decided that the pay officer should not be charged with the amount in question, as notice was not received by him regarding requirement for a checkage (Comp. Dec. Feb. 13, 1914).

### EMERGENCY PAYMENTS

## 29-41

In cases of actual emergency, as sickness or death in his immediate family, transfer, during the month, of a man whose family is with him at his station, when in receipt of commuted allowances, transfer of a man after the fifteenth of a month to distant points and who will be en route over a regular pay day, and men joining during the month who have not been paid during the preceding month, emergency payments to enlisted men may be made at any time in individual cases on special loose receipts, NMC-816, or in cases of organizations on special money requisitions, NMC-815, certified by his immediate commanding officer or the personnel officer of his organization, and approved by the post or garrison commander; the amounts of such payments to be immediately entered in the service-record books of the men concerned under "Pay account record," in terms as follows: "Paid by ------ (name of disbursing officer) on S. M. R., (date) ------, $-------." Amounts so paid will be separately entered on next pay rolls submitted in the "due and paid" column and marked as "Pd. on S. M. R." The disbursing officer will treat such payments as deferred until the roll on which they are charged is paid, and then claim credit for the full amount of all such payments made during the preceding month, filing the original of the loose receipt or special money requisition as a subvoucher to the pay rolls on which the charge is made, when payment is made in cash. Should the pay roll be paid in the same month during which the special money requisition was paid, the amount of such payment will be claimed in that month and the loose receipt or special money requisition, if paid in cash, filed as a subvoucher to the pay roll. In the event of transfer of an individual to the rolls of another disbursing officer before the end of the month in which he has been paid on special money requisition, his account will be treated as provided in article 30-4. In the event of the transfer of an entire company or organization to the rolls of another disbursing officer, the amount will be checked in the "Debits" column on the next pay roll rendered, with the following notation: "Pd. S. M. R. (name of disbursing officer)," and as an additional safeguard the disbursing officer who made the payments will forward requests for checkage covering same to the disbursing officer next settling the roll, claiming credit for such payments on his "Schedule of disbursements" by organizations as follows: "Cash payments on S. M. R. to enlisted men of (organization) not charged on my rolls," filing therewith the original of the loose receipt or special money requisition, together with the accomplished copy of the request for checkage. The Bureau of Supplies and Accounts has authorized emergency payments to marines aboard transports, etc., under similar conditions to those outlined above.

## 29-42

(1) **Service records available.**—(*a*) Emergency payments may also be paid to enlisted men by disbursing officers who do not have the accounts of the men concerned, provided the individual or individuals are satisfactorily identified and the service-record books are available. Emergency payments to individuals will be made on Form NMC-816, and in the case of an organization, when it is impracticable to pay the men on a supplemental pay roll, emergency payments will be made on consolidated special money requisition (Form NMC-815). Notation will be entered in the service-record books under "Pay account record" by the disbursing officers making payments, in terms as follows: "Paid emergency payments, $____________ (date and signature of the disbursing officer)."

(*b*) Emergency payments will be checked in the "Debit" column on the next pay roll upon which the accounts of the men concerned are settled. Disbursing officers effecting checkages against the accounts of men who have been paid emergency payments, will immediately notify the paying officer by letter, indicating the names of the men, serial numbers, amount of checkage, month in which checkage was made, and the pay roll upon which checkage was accomplished. If possible, the pay-roll voucher number will also be given.

[C. M. C. M. 3.]

(*c*) Emergency payments will be claimed on the schedule of disbursements of the paying officer and the original special money requisition, together with the letter(s) evidencing checkage, will be filed with the returns of the paying officer. Where emergency payments are made on consolidated special money requisition (Form NMC–815), one copy in addition to the original will be filed with the paying officer's returns. When letters evidencing checkage are not received prior to the rendition of the paying officer's account, such letters will be forwarded, when received, as delayed vouchers. If letters evidencing checkage are not received within a reasonable time the paying officer will request the necessary information relative to the checkage of the emergency payment made by him.

(2) **Service records not available.**—Emergency payments may be made in the manner outlined in paragraph (1) hereof where the service-record books of the men concerned are not available, provided the individual or individuals are satisfactorily identified. In such event, however, the disbursing officer making payment will prepare and forward request for checkage to the disbursing officer next taking up the accounts of the men concerned. Consolidated requests for checkage (copies of Form NMC–815) may be used in cases of payments to an organization. [C. M. C. M. 3.]

## PAYMENT OF MARINES ON BOARD A NAVAL VESSEL EN ROUTE FROM ONE STATION TO ANOTHER

## 29–43

(1) Where the voyage is more than 15 days' duration or when liberty is to be granted at ports en route or when it is necessary in the opinion of the commanding officer of the ship, and where the marine detachment consists of five or more men, the commanding officer or noncommissioned officer in charge of such detachment shall prepare a pay roll and submit it to the disbursing officer of the vessel for payment. (See arts. 4–12, 30–4 and 30–5.)

(2) The Instructions for the Preparation of Pay Rolls should be followed in all respects the same as though the payment was being made to a Regular Marine detachment of a vessel; that is, the roll will be certified by the officer in command or the noncommissioned officer in charge of the detachment; immediate record of payment will be entered in the service-record book and a third copy of the pay roll forwarded as soon as practicable to the Paymaster.

(3) Where the detachment consists of less than five men emergency payments should be requested on NMC–816, a supply of which should be provided before departure.

## 29–44 to 30–0

## Chapter 30

## PAY ROLLS

### INSTRUCTIONS FOR THE COMMANDING OFFICER

### 30–1

(1) **Number of copies.**—An original and two copies of the pay roll will be prepared, on the typewriter when practicable, by the organization or personnel officer having custody of the service-record books covering the accounts of all enlisted men attached to the command during the period for which rendered. If payment in cash is to be effected on the roll, the original roll will be signed by the men. The original and all copies will be certified by the commanding officer or personnel officer of the post, company, or detachment, or other officer mustering men for payment ashore or afloat, and submitted to the disbursing officer who is authorized to pay the command. When it is known that payment is to be made by individual checks, signatures acknowledging payment are not required. See article 25–161 (5) for acknowledgment of post-exchange indebtedness.

(2) At stations paid by a disbursing officer's deputy an original and three copies of the roll will be prepared and submitted in accordance with paragraph (1).

(3) At stations where there is no officer in command, or where the officer is absent from duty due to sickness, on leave, etc., thereby leaving a noncommissioned officer in charge, the noncommissioned officer in charge will certify the pay roll and immediately below his signature state his rank followed by "Noncommissioned officer in charge." Noncommissioned officers will certify pay rolls or vouchers only when actually in command.

(4) Should it be necessary at any time to know the exact status of a man's account as it appears on the pay roll, such information can be obtained upon application to the proper disbursing officer.

[C. M. C. M. 3.]

### 30–2

(1) **Pay roll of marines serving afloat.**—(*a*) The commanding officer of the marine detachment is charged only with the preparation

and submission of the pay rolls, the certification of the facts upon which credit and debit money entries appearing thereon are based, and forwarding of the third copy of the pay roll to the Paymaster, Marine Corps, in the manner provided in article 617, N. R.

(*b*) The disbursing officer of the ship is charged with all the duties of auditing, verifying, and making the payments.

(*c*) Where circumstances make it necessary for disbursing officers of the Navy to pay marines at shore stations, they will, after payment, forward without delay the third copy of the pay roll to the Paymaster, Marine Corps, for administrative examination. Prior to its transmission, the disbursing officer will require the third copy to be an exact copy of the original pay roll. Where accounts are stamped "Paid" or dates and numbers of checks entered on the original pay roll, like entries will be made on all copies.

[C. M. C. M. 3.]

## 30-3

Pay rolls should not be folded when preparing them for mailing.

[C. M. C. M. 3.]

### ACCOUNTS TO BE EXTENDED

## 30-4

(1) The following classes of accounts are required to be entered and extended in the body of the monthly pay roll:

(*a*) Enlisted men attached to the organization on the last day of the period for which the roll is rendered.

(*b*) Enlisted men whose accounts have been closed for discharge on a date subsequent to the month for which the roll is rendered. (See art. 25-90.)

(*c*) Enlisted men who have been paid on Special Money Requisition since the date of last monthly settlement, and who are transferred before the rendition of the roll upon which the charge is to be made.

(*d*) Enlisted men serving at a station where they are in receipt of quarters and/or subsistence allowance and/or commutation of rations, in which cases their accounts will be extended to include the date of transfer.

(*e*) General court-martial prisoners when retained for confinement at marine posts designated as naval prisons. (See art. 25-26.) When transferred to naval prisons for confinement, the accounts will be extended in full to include the date prior to the date of approval of the sentence in each case, and the balance thus produced carried forward each month without further credit to the roll current at the time of transfer.

(*f*) DEATH, DESERTION.—Accounts will be extended in full on rolls with all the necessary data to support the same appearing in the column of "Remarks." (See arts. 25-26, 25-68.)

[C. M. C. M. 3.]

(*g*) On rolls paid by naval disbursing officers the accounts of men discharged, retired, or transferred to the Fleet Marine Corps Reserve will be stated in full in each case, showing in detail all items included by the disbursing officer in his final settlement of the account (NMC–90), together with all necessary notations in the column of "Remarks." (See art. 25–90.)

(*h*) The accounts of men who have been separated and rejoined during the period for which the pay roll is rendered will be stated, first to cover the period from date of last settlement to date of separation if necessary, as provided in subparagraphs (*a*) to (*f*) above, immediately followed by the account since rejoining. Exception is made where men have been separated and rejoined during the period for which the pay roll is rendered without an intervening settlement. Such accounts will be extended for the full period in the usual manner.

(*i*) In all cases where accounts are extended on separation from the organization the routine remarks will be supplemented by a remark showing the disposition of the account, e. g., "TRANS. TO____________ (date)"; "DESERTED______________(date)"; "DIED______________(date)," etc. Such remarks will be entered in capitals and as conspicuously as possible.

[C. M. C. M. 3.]

### ACCOUNTS NOT REQUIRED TO BE EXTENDED

### 30–5

(1) **Enlisted men transferred who have not been paid since date of last settlement, discharged, retired, or transferred to the Fleet Marine Corps Reserve.**—In these cases separation sheet NMC–432c will be used, but only the name, rank, and date of current enlistment, and under "Remarks" the notation required by article 30–15 (*a*) and (*f*) will be shown. In cases of enlisted men transferred this information will be entered as close and as many to the page as practicable. All other classes will be double spaced and the disbursing officer will add the following: "See Vou. No. __________ month of ________________."

(2) **Transfer of organization.**—In the case of an entire organization being moved as a single unit no transfer roll will be required, but a copy of the report of such transfer should invariably be furnished the disbursing officer concerned.

[C. M. C. M. 3.]

### STATING ACCOUNTS

### 30–6

(1) The designated columns and spaces will not be used for any purpose other than as stated in these instructions or as indicated in the printed headings.

[C. M. C. M. 3.]

(2) **Name of organization.**—The name of the organization will be shown on the face of NMC–432, and at the top of each page of 432a, in the space provided therefor.

(3) **Order of names.**—The names of men will be arranged alphabetically without regard to rank or pay grade.

(4) **Method of stating names.**—Enter the surname to the left, in capitals, followed by the Christian name and middle initial or initials, if any.

(5) **Stating the rank.**—On the right of the space provided for the name enter the rank, using the approved abbreviation for the rank stated. Where more than one rank is given, each should appear in proper order beginning with the rank held on the first day of the period for which settlement is made.

(6) **Signatures.**—When signing the pay roll enlisted men will be required to sign their Christian name, middle initial or initials, if any, and surname.

(7) **Signing by mark.**—(See art. 23–34 (3).)

(8) **Numbering of accounts.**—Accounts appearing in the body of the roll will be numbered, beginning with one (1) and continuing consecutively throughout the roll. Names appearing on the separation sheet, NMC–432c, will be numbered, beginning with one (1) and continuing consecutively throughout.

(9) The accounts of all enlisted men of the Marine Corps, including retired and reserve on active duty, will be stated in the body of the roll as required by paragraph (3) hereof, no segregation being made as between active, retired, or reserves, but retired and reserve personnel on active duty will be distinguished by stating the class opposite their names, e. g., "FMCR I (b)," "MCR III (c)," "MCR IV," or "Ret." Navy personnel will be stated in the same manner under the heading "U. S. Navy."

[C. M. C. M. 3.]

## 30–7

To facilitate copying, comparison of footings, and recapitulation of rolls, all copies should contain the same accounts on each respective page. Sufficient space should be allowed between accounts to permit a complete statement of the facts without interlineation. In no case should the facts relating to a single account be stated on two different pages. [C. M. C. M. 3.]

## 30–8

**Period for which settled.**—Where an account is settled for a period which does not include the last day of the period for which the pay roll is rendered the period of settlement will be clearly indicated. [C. M. C. M. 3.]

### 30–9

The use of dots and the word "ditto" is prohibited. [C. M. C. M. 3.]

### 30–10

Red ink prohibited. (See art. 23–34 (8).) [C. M. C. M. 3.]

### 30–11

**Balances.**—The accounts of men who for any reason are not to be paid should be stated in full, and the balance due or overpaid, as the case may be, entered in the appropriate space. (See art. 30–15 (*b*) and (*c*).) [C. M. C. M. 3.]

### 30–12

The column headed "service record," when required, should contain the following:

(*a*) Enter the complete service record upon enlistment, reenlistment, or upon joining from another station or organization paid by another disbursing officer, and upon extension of enlistment becoming effective.

(*b*) Enter complete service record upon completion of each period of service for longevity purposes.

(*c*) Where the records show no absence for causes specified in article 10–99, the word "No" should be entered in the column headed "DL."

(*d*) All service records should show the arm of service, as Army, Navy, Marine Corps, etc.

(*e*) When discharged prior to, or retained beyond the expiration of enlistment, the reason for such discharge or retention will be clearly stated under the service record, and in cases where the enlistment period includes both active and inactive service a separate entry will be made to indicate the inclusive periods of active duty.

[C. M. C. M. 3.]

## PAY ROLL MONEY ENTRIES

### 30–13

(1) **Current credits and debits.**—In the columns "Credits" and "Debits" enter current credits or debits (all amounts pertaining to the period for which the account is stated) opposite the applicable designations. Additional designations where necessary to cover current credit or debit items will be entered in the blank spaces immediately below the printed designations in the order as set forth under "Instructions" on the reverse of the pay roll cover sheet.

[C. M. C. M. 3.]

(*a*) Credit for flight pay, including a period immediately preceding current settlement, will be considered a current credit. (See art. 26-10.)

(*b*) Credits or debits for courts martial or deposits of enlisted men will be considered as current regardless of the period involved.

(*c*) Current checkages on account of NDGO 20, AOL, AWOL, and IHCA, and Fraud will be entered in one amount opposite "Absence" and fully explained under "Remarks."

(2) **Miscellaneous credits and debits.**—All adjustments of items pertaining to prior settlements, except items specified in (1) (*a*) and (*b*) above, will be shown as "Miscellaneous" and fully explained under "Remarks."

[C. M. C. M. 3.]

### WHAT "REMARKS" SHOULD SHOW

## 30–14

(1) In the space provided for "Remarks" there should be carefully stated, opposite the name of the person concerned:

(*a*) All changes of name, rank, or grade, with date of same, and numbers, dates, etc., of orders. (See art. 30-15 (*e*).)

(*b*) An explanation of all special credits or checkages to adjust accounts showing name of requesting officer and date of request, or citation to and date of special order authorizing same. (See art. 30-15 (*m*).)

(*c*) All courts martial, stating briefly the kind of court and the offense for which tried; also so much of the sentence as affects pay, together with date of approval.

(*d*) All absence without leave with inclusive dates and hours, and all time lost under NDGO 20, which facts must agree with the muster roll.

(*e*) All confinement by civil authorities and whether such prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted, with dates, etc., or whether released by the civil authorities on agreement to make reparation or whether the offense was committed prior to entry into the military service and would have been a bar to his enlistment had such fact been known.

(2) Since the pay roll is the record to which reference is made in the adjustment of claims and other questions affecting the pay of those persons whose names are borne thereon it is important in its preparation that nothing affecting their pay status be omitted. The minimum remarks to support the ordinary routine entries of credits and debits are indicated in these instructions. In cases of doubt, an entry will always be preferable to an omission.

[C. M. C. M. 3.]

## 30–15

The items required to appear on the roll in column of "Remarks" should be detailed thereon, in abbreviated form and using the authorized abbreviations shown in the current Marine Corps Order, as follows:

(*a*) *Joinings.*—Where a new account is to be entered the following remarks will govern: "Last sett by ——— (name of D. O.) ———, to ——— (date) ———, on rolls of ——— (ship or organization) ———"; "Jd by enl or reenl. No prev set"; "Jd ——— (date) ——— as des or strag fr ——— (ship or station) ———, ——— (date of desertion or straggling) ———"; "Aprnd or sur ——— (date) ———, at ——— (place) ———." Where a man has been paid on special money requisition while attached to another organization paid by the same disbursing officer: "Pd $——— SMR ——— (cash or check) ——— on rolls ——— Vou. No. ———."

(*b*) *Fraudulent enlistment.*—"Facts warrant presumption of frd enl, evidence rec'd ——— (date) ———." When fraud is waived: "Frd waived ——— (quote authority) ———, ——— (date) ———."

(*c*) Payment is prohibited in the following cases, but the men's accounts will be stated and the cause for nonpayment briefly noted, as: "A. W. O. L. since ——— (date) ———."; "Tl by G. C. M., S. C. M., or D. C. commenced ——— (date) ———"; "Abs. I. H. C. A. since ——— (date) ———"; "No accts. rec'd fr Des. Roll"; "Cause of abs. G. O. 20, 1935, not determined."

(*d*) Where men are absent by reason of sickness under G. O. 20: "Sk under G. O. 20 since ——— (date) ———; date of initial symptoms ——— (date) ———" or "Injury ——— (date) ———." Upon return to duty: "Admitted G. O. 20 ——— (date) ———; discharged ——— (date) ———." [C. M. C. M. 3.]

(*e*) *Changes in rank and name.*—Upon promotion, reduction, or reappointment on reenlistment: "Pro. or red. to ——— (rank) ——— (date) ——— by ——— (title of officer making the promotion or reduction letter or warrant) ——— (dated) ———, auth. ——— (quote authority), ——— (date of authority, if appropriate)." Where changes in name occur: "Name changed from ——— to ———, auth. ——— (No.) ———, dated ———".

(*f*) *Separations.*—Where men are dropped from the roll: "Tr. to ——— (ship or station) ———, ——— (date) ———"; "Died ——— (date of death) ———"; "Des. ——— (date of desertion) ———"; "Dis. retd., or Tr. to U. S. M. C. R. (F), and F. S. given".

(*g*) *Longevity pay.*—Where men are entitled to increased pay for length of service supplement the data required by article 30–12, to be entered in column "Service record" by "Over ( ) years fr. ——— date."

(*h*) *Courts martial.*—When men are tried by general or summary court martial, or deck court, the first roll submitted upon which the court appears should be shown in remarks as follows: "Tried by (GCM, SCM, or DC) (state offense briefly). Sent. to LP $——— per mo. for (number of mo's) TLP $———; App. by CA or SOP (date). Amount to be ckd. $———; Ckd. this roll, $———; Bal. to be ckd. $———," "or, sent. to ——— mo (s) conf. and ——— dis. Sec. 622, Naval Courts and Boards applies. ——— designated as place of conf." Subsequent rolls need only show date of approval and that part of court as involves loss of pay, viz.: "(GCM, SCM, or DC) App. (date) LP $——— per mo. for (number of mo's) TLP, $———; Amt. remaining to be ckd. $———; Ckd. this roll, $———; Bal. to be ckd. $———," "or, GCM app. (date) ——— mo(s) conf. and ——— dis. Section 622 applies."

(*i*) *Enlistment allowance.*—Where men are entitled to enlistment allowance "Hon. dis. as a (rank) at or on board ——— (station or vessel) ———, ——— (date)" "or enl. ext. for ——— years to ——— (date), days lost or no days lost, article 10–99." Where men have requested permission to make good time

[C. M. C. M. 2 and 3.]

lost by reason of absence over leave or absence without leave, the following entry will also be included under "Remarks": "Request of Marine (NMC–917) to make good time lost by reason of (AOL or AWOL) auth. ——— (date) ———." Also the following has been entered in service-record book: "Paid enl. allow. ($———) by (name of D. O.) pay roll of (organization) for the mo. of ———."

(*j*) *Marksmanship.*—Where men are entitled to extra compensation by reason of qualification as expert riflemen or sharpshooters, credit will be made on the first pay roll rendered after qualification, with the following notation under "Remarks," "Qual. (or Requal.) as E. R. or S. S. ——— (date) ———, per cert. of ——— (name of officer certifying target record) ———." These notations will continue on each subsequent roll until qualification is published in orders, when the first roll upon which credit appears after publicaton or qualification, reenlistment in the M. C., or transfer to another paymaster will show: "Qual. (or Requal.) as E. R. or S. S., ——— (date of qualification), ——— M. Q. No. ———, Series 19—." Subsequent rolls need show only "E. R." or "S. S.," under "Credits" in the space marked "M. Q." followed by the date of qualification in all cases. Should men who fire the course in a succeeding target year qualify in a lower or higher grade or fail to requalify, the pay for the former qualification ceases and the pay for the new qualification, if any, begins on the date of the new classification. If they requalify in the grade previously held by them both dates should be shown on first roll, after which date of last qualification only need be shown.

(*k*) *Messmen, gun pointers, etc.*—Where men are entitled to extra compensation by reason of detail as messman, no notation under "Remarks" on pay rolls will be required (except on ships' rolls where no messmen vouchers are required; in lieu thereof such details, and inclusive dates of same, will be shown in the column of remarks on pay roll), the amount of credit therefor being computed from the data on the messman voucher accompanying the pay rolls, and the proper credit therefor entered in its appropriate place in the column of "Credits" with the proper designation opposite the amount, except in the case of men joining by transfer, who are entitled to credit for service as cooks, or messmen, at other stations, as shown by their service-record books, when the column of "Remarks" will show: "Msm. ——— (date) ——— to ——— (date) ——— incl., at ——— (post or organization) ———." Where men are entitled to extra compensation for detail as gun captains, gun pointers, etc., the remarks on every pay roll will show the name of the qualification followed by the date on which the qualification was attained, and in the case of Gun Director Pointers will show, in addition, whether qualified by examination or practice, i. e., "G D P 1 cl. 3 June 1938, exam. or prac." If credit is for service at some other station the same "Remarks" as are required in similar cases of messmen should be entered.

(*l*) *Prizes.*—Where men are awarded prizes for excellence in small-arms target practice the entry of the proper amount and kind of prize in one of the blank spaces provided under "Credits" will be sufficient.

(*m*) *Adjustments.*—Where adjustments are made of pay or allowances for prior periods of settlement: "Cr (or ckd) $———, dif ——— (nature of credit or checkage) ———, fr ——— (date) ———, to ——— (date) ———." When made to adjust items appearing in administrative analysis of accounts of disbursing officers: "Cr (or ckd) $——— Item No. ———, a/a ——— (name of d. o.) ———, ——— (month and year) ———, for ——— (nature of adjustment in brief) ———."

(*n*) Where men are entitled to 50 percent additional pay for duty involving actual flying in aircraft, the first pay roll upon which credit is made will show: "Dtl duty involving flying from ——— (date) ———, auth. ——— (C. M. C. or other proper authority) ———, ———, (date)." Subsequent rolls need show only the proper credit with the word "Aviator" opposite the amount in one of the blank spaces provided. When the detail is discontinued or revoked, the roll will show: "Detail to duty involving flying (discontinued or revoked) ——— (date)." Each roll will be accompanied by the certificate required by article 30–16 (*c*).

(*o*) Where enlistments are extended under the provisions of the act of August 22, 1912 (34 U. S. C. 184): "Enl. ext. for ——— years to ——— (date of termination)." Similar entries shall be made for any subsequent extensions, noting in addition the fact of its being a second, third, or fourth extension. The above remarks shall be shown each month and continue to be shown until the account of the man has been adjusted for enlistment allowance or travel allowance, if any.

(*p*) *Specialist's pay.*—Where enlisted men are entitled to specialist's pay, the first pay roll upon which credit is made will show: "Rated as specialist (give class) from ———(date), ———, auth. of C. M. C., C. G., or C. O., ——— (date)———"; subsequent rolls need show only the proper credit in the space provided. When the rating is discontinued or revoked, the rolls will show: "Rating as specialist discontinued (or revoked), ———(date)———."

(*q*) *Quarters and subsistence allowance.*—Enlisted men, except those mentioned in article 14–102, entitled to quarters and subsistence or to either under table I, article 14–103, the first pay roll should show "Subsistence and quarters allowance at ——— (rate)," or "Subsistence allowance at ——— (rate)" or "Quarters allowance at ———(rate) from ———(date), auth. ———, ——— (date)," and in all cases a certificate "No quarters available or furnished during any portion of period credited," or "Rations in kind not furnished during any portion of period credited," or both, if appropriate, will be entered in remarks. Subsequent rolls need show only that no quarters were available or furnished or rations in kind furnished for the period credited and date for which furnished, if any. Subsequent rolls should show opposite the credit: "Subsistence and quarters allowance," "Subsistence allowance," or "Quarters allowance." When the allowance is discontinued: "Subsistence and qtrs allow," "Subsistence allow," or "Qtrs allow disc ———(date), ———(cause)." When subsistence allowance is credited for fractional parts of a day, remarks on roll should show the hour as well as the date the allowance began or ceased. Where an enlisted man is discharged and reenlists the following day and is entitled to a quarters and subsistence allowance, or either, the original authority therefor will be continued and the entry, as shown above made upon the first roll on which the man's account is taken up after reenlistment.

(*qq*) *Quarters, allowance for dependents.*—When first entitled to allowance upon promotion, change in marital status, or reenlistment, and on the April and October rolls of each year: "Qtrs allow ———(name, relationship and address of dependents) ———, fr ——— (date) ——— to ——— (date) ———. 502 herewith." (Also, certificate, divorce decree, affidavit, etc., herewith, if appropriate). Subsequent rolls need only show name, relationship, address, and period credited. If joining a new station paid by another disbursing officer: "Evidence of dependency filed with Vou. No. ———, Acct of ———, month of ———, 19—." On ships' rolls, immediately following the name of the ship: "Home port ———(Place)———." A blanket certificate will be made by the commanding officer on the front of the roll as follows: "I certify that unless otherwise stated in remarks quarters were not available or provided for the dependents of any enlisted man during the period for which the money allowance for quarters on account of dependents is credited hereon." When stated on other than pay rolls a similar certificate should be entered on the voucher.

(*r*) Where enlisted men at shore stations are entitled to commutation of rations only the first roll upon which credit appears will show: "Rats com at $——— per diem, since ———, 19—, by auth of ———(dated)———, 19—. Rats in kind not furn dur any portion of prd cred" or "Rats in kind furn for ———(dates)———." Subsequent rolls need show only that rations were not furnished during any portion of period credited and dates for which furnished, if any. When ration allowance is resumed in a succeeding period after having been suspended for any reason, the authority for such payment will be restated

[C. M. C. M. 2 and 3.]

on the roll. Upon discharge and reenlistment the last sentence of article 30–15 (*q*) will be complied with. [C. M. C. M. 3.]

(*rr*) *Furlough rations.*—The following will be entered on the pay roll or pay voucher in one of the blank spaces under "Credits:" "Fur. Rat. ———." Under "Remarks" on the pay roll or voucher will be entered "On fur. fr ——— to ———. Returned ———. No Rats. fur. dur. prd. cred."

(*s*) *One-fourth additional pay.*—Where enlisted men serving afloat are entitled to one-fourth additional pay for detention beyond expiration of enlistment by order of C. O. under the provisions of 34 U. S. C. 201: "Art. 30–15 (*s*) applies."

(*t*) *Active duty, M. C. Reserve.*—Where members of the Marine Corps Reserve are assigned to active duty for training or to active duty in time of war or national emergency, their accounts will be taken up on the rolls of the organization with which they are serving, the first pay roll after reporting for active duty only will show: "Assigned active duty ———(date)———, ———(place) ———, reported ———(station)———, ———(date)———." When released from active duty: "Detached ———(station)———, ———(date)———, relieved from active duty ———(date)———." The same procedure applies in the case of retired enlisted men assigned to active duty. [C. M. C. M. 3.]

(*u*) No notations on pay rolls, either under "Remarks" or over the men's names, regarding "Deposits" and "Allotments" will be required, except upon first joining by transfer from other rolls or from another paymaster, when the word "Deposits" and "Allotments," if any, will be noted over the name to indicate to the new paymaster that he should receive a deposit book or a transfer allotment in such a case. Otherwise checkage of the proper amount in the place and manner indicated under "Debits" on the pay roll will be sufficient.

(*v*) Where men are entitled to $2 per month additional pay for "Medals of honor," "Distinguished-service crosses," "Distinguished flying crosses," or "Distinguished-service medals" the first roll upon which credit appears will show: "Awd. (Med. of H, D S C, D F C, or D S M, date of distinguished act or service)." Subsequent rolls need show only the abbreviated notation, "Med. of H," "D S C," "D F C," or "D S M," in the space provided opposite the credit. (34 U. S. C. 433).

(*w*) Where men are entitled to additional pay as Navy mail clerks or asst. Navy mail clerks, the pay roll on which first credit is made will show: "Apptd. N. M. Clk. (or asst. N. M. Clk.) fr. ———(date). Auth. let. P. O. D. dated ———(date). Oath of office and bond executed. Approved allowance of command ———(number) Entered upon duties as N. M. Clk. or A. N. M. Clk. ———(date)."

Subsequent rolls need only show "N. M. Clk." or "A. N. M. Clk." opposite the credit and in remarks the approved allowance of command.

In the event a Navy mail clerk is handling money-order service the above remarks will be supplemented by adding: "Handling M. O. service."

(*x*) *Government Property.*—When men are to be checked for loss of or damage to Government property by their having acknowledged responsibility for same or having been held responsible by a board of survey, the roll will show under remarks: "Ckd. $———(amount) for Govt. prop, per req. ———(name of officer making request) ———(date) or ckd. $———(amount) for Govt. prop. per board of survey app. ———(date)." (NOTE.—No itemization of articles being necessary.)

(*y*) *Transportation, etc.*—Where men are checked for transportation, berth, lodging, etc., the following remarks, as appropriate, will be shown on roll: "Ckd. $———(amt.), per req. of ———(name of officer making req.) ———(date), for trans. $———(amt.), Req. No. ——— (points between which trans. was furnished), berth $———(amt.). Req. No. ———, lodging $———(amt.), subsistence $———(amt.), transfers $———(amt.). Travel commenced ——— (date)———."

[C. M. C. M. 2 and 3.]

(*z*) *Travel allowance on extension of enlistment.*—Where enlisted men are entitled to travel allowance on extension of enlistment "Ext. enl. for ——— years to ———(date of termination) 1st Ext. Ser. at ——— when orig. enl. exp. Acc. for enl. at———. Cr. trav. allow. fr. ——— to ———, ——— miles at 5 cents per mile $———."

[C. M. C. M. 2 and 3.]

## 30–16

(1) When necessary to support credits or checkages appearing on the roll the following supporting vouchers or papers will be furnished with the pay roll to the disbursing officer:

(*a*) Messmen voucher, in duplicate. (See arts. 25–151 to 25–158.)

(*b*) Report of deposits by enlisted men. (See arts. 25–35 to 25–39.)

(*c*) Flight certificate to support credit for additional pay for aviation duty. (See art. 26–10 (3).)

(*d*) Omitted. [C. M. C. M. 3.]

(*e*) Certificate to support increased allowances for dependents. (See art. 30–15 (p).)

(*f*) Certificate of commanding officer to support credit for pay as parachutist when not incorporated in "remarks" on pay roll or voucher. (See art. 26–13 (16).)

(*g*) Misconduct reports admission and/or discharge when the remarks required by article 30–15 (*d*) have been changed to other than as originally stated or where credit is given for pay previously checked.

(*h*) Certified copy of individual orders assigning or relieving retired enlisted men or members of the Marine Corps Reserve from active duty. In the case of Marine Corps Reserve organizations a certified copy of the commanding officer's orders will be filed with the headquarters pay roll and the disbursing officer will make reference thereto on the remaining pay rolls of the organization, as follows:

"Copy of orders filed with Voucher No. ______, this account." (See art. 30–15 (*t*).)

(*i*) Where the cost of transportation, subsistence, etc., is to be checked against the pay account of an enlisted man, the original request for checkage, NMC–698, will be filed. (See art. 30–15 (*y*).)

(*j*) A certified copy, in duplicate, of the letter authorizing payment of quarters and/or subsistence allowance or commutation of rations to enlisted men of the Navy serving with Marine Corps organizations shall be filed with the first pay roll or individual voucher on which claim for the allowance is made. (Duplicate to be retained by the disbursing officer.) (See pt. D, ch. 10, Bureau of Naval Personnel Manual.)

(*k*) Certified copies of correspondence authorizing special credits or checkages to adjust accounts. Also any requests for credits or checkages, transfer pay accounts, or receipted transfer pay accounts, which may have been received by the officer certifying the roll.

[C. M. C. M. 3.]

## 30–17

(1) When payment of a command is effected under plan (*a*) or (*b*) of article 29–2, particular care will be taken to see that no alterations or erasures are made on the roll after it has been corrected by the disbursing officer.

(2) After payment, under plan (*a*) or (*b*) of article 29–2, the commanding officer or personnel officer will take the following action:

(*a*) Note all corrections and revisions made by the disbursing officer on the original pay roll on his retained record.

(*b*) Cause the witnessing officer to sign the certificate provided and certify the changes, if any, as required by article 30–18.

(*c*) Cause proper entries to be made in the service-record books under "pay account record."

(*d*) Return the original pay roll, and refunds if any, as required by article 29–10 (2).

(3) When paid in cash:

(*a*) The accounts of all men paid will be stamped "Paid".

(*b*) The accounts of all men who sign the roll for pay but for any reason are not to be paid will be stamped "Not Paid".

(*c*) The words "Paid" or "Not Paid", as the case may be, will be stamped immediately above the signature of the man concerned.

(4) Care will be taken to avoid stamping as "Paid" the accounts of men not present at the pay table. No man's account will be so marked until the money is actually turned over to him.

[C. M. C. M. 3.]

### WITNESSING PAYMENTS

## 30–18

(1) The witnessing officer, where changes in figures occur in the due and paid column on rolls paid in cash, must certify in the margin the amount actually paid, whether the amount be more or less than the original sum stated, e. g., "Certified as paid $-------- (initials)."

(2) Where payments on rolls are made by check witnessing of payments will not be required.

[C. M. C. M. 3.]

### TRANSFERS

## 30–20

(1) Disbursing officers will be furnished copies of daily change sheets as provided by article 10–17 to enable them to transfer deposit record books and allotments of personnel transferred.

(2) All charges to be made against the accounts of enlisted men transferred, except post-exchange dues for which a special column is provided, will be noted in the service-record book in the space provided for "Other checkages pending".

[C. M. C. M. 3.]

INSTRUCTIONS FOR DISBURSING OFFICERS

## 30–21

(1) **Miscellaneous accounts pay roll.**—The accounts of all enlisted men paid on Form NMC–90 will be transcribed, by the disbursing officer, on a separate pay roll which will be designated "Miscellaneous accounts pay roll." "Remarks" will show the information required by articles 30–14 and 30–15, and in cases involving payments of travel allowances the place of discharge and place of acceptance or muster into the service. Original NMC–90 together with any other necessary supporting papers will be filed as subvouchers. This pay roll will be closed and summarized in the same manner as other pay rolls but no signatures will be required.

(2) **Discharge pay roll.**—When the enlisted men of an entire organization, or a group of 10 or more enlisted men from the same organization, are to be discharged on the same date, the final settlements may be made, if desired, on a pay roll in lieu of individual final settlements. In such cases the pay roll shall be certified by the commanding or personnel officer. If paid by cash such payments must be acknowledged by the signatures of the enlisted men and witnessed. After discharges have been effected a certificate will be placed on NMC–432 as follows:

I certify that the enlisted men stated hereon were discharged-------------
------ 19--, at ------------------------------.
------------------------------, Commanding.

NOTE.—When this roll is used it will be in addition to the Miscellaneous Accounts Pay Roll described in paragraph (1).

(3) **Page footings and recapitulations of pay rolls.**—The disbursing officer will make all page footings, recapitulations, and summaries on all copies of the roll after all red ink changes have been made.

(4) In the preparation of the pay roll "Summary of totals," NMC–432b, every class of credit or debit shown will be totaled and entered independently. The only consolidation of different classifications allowable is as provided in article 30–13 (1) (*c*) and (2).

(5) Vouchers to accompany pay rolls:

(*a*) All vouchers required by article 30–16 (*a*) and (*c*) to (*k*) inclusive.

(*b*) Original transfer pay accounts of enlisted men whose accounts are stated from information furnished by transfer pay account. (See art. 30–23.)

(*c*) Receipted transfer pay accounts of all enlisted men whose accounts are transferred by means of transfer pay accounts. (See art. 30–23.)

(*d*) Originals of all requests for credits or checkages.

[C. M. C. M. 3.]

(*e*) Original Form NMC–90 and supporting papers to accompany the Miscellaneous Accounts Pay Roll. (See par. (1).)

(*f*) Such of the above listed vouchers as may be necessary to support credits or debits, together with certified copies of orders for discharge, when required, will be filed with the discharge pay roll.

[C. M. C. M. 3.]

## 30–22

(1) Upon receipt by a Marine Corps disbursing officer of the original and copies of a pay roll or discharge pay roll, he will verify all calculations for correctness, and from data of record in his office make such additional corrections as are necessary. All corrections by the disbursing officer will be made in red ink.

[C. M. C. M. 3.]

### TRANSFER PAY ACCOUNTS

## 30–23

(1) Transfer pay accounts of marines are required in the following cases:

(*a*) General court-martial prisoners transferred to or from a naval prison settled by a Navy disbursing officer.

(*b*) Enlisted men placed on the retired list.

(*c*) Enlisted men transferred to Class I (*b*), (*c*), or (*d*), Fleet Marine Corps Reserve.

(*d*) Retired enlisted men, or Fleet Reservists, Class I (*b*), (*c*), or (*d*), ordered to or relieved from active duty.

Form NMC–90 will be furnished the disbursing officer concerned by the commanding officer in each of the cases enumerated except inactive personnel ordered to active duty. (See arts. 25–65 and 25–68.)

(2) Pay officers of vessels in forwarding the accounts of enlisted men of the Marine Corps to shore stations for discharge should submit therewith a detailed statement of each account at the time of transfer (Bu. Memo. 44, p. 441).

(3) When a marine detachment is ordered to shore duty requiring the services of a marine pay officer, the accounts of such officers and enlisted persons of the Navy as accompany and are attached to said detachment shall be regularly transferred to and carried by the marine pay officer, and they shall be paid in the same manner as the officers and men of the Marine Corps with whom they are serving (art. 1800, N. R.).

(4) Upon receipt of information contained in change sheets (art. 30–20), the disbursing officer will transfer the deposit-record books and allotments to the disbursing officers of the ship or station to which men are transferred. (See art. 27–10 (2).)

(5) In cases of deserters, see article 25–68.

[C. M. C. M. 3.]

(6) Transfer pay accounts should invariably be furnished by disbursing officers in cases of enlisted men of the Navy transferred to marine organizations for duty, and also when such men are transferred from one organization to another, or from one disbursing officer to another, as well as in the case of the transfer of an entire organization to which such men are attached.

(7) (*a*) Where an enlisted man of the Navy attached to an organization paid by a disbursing officer of the Marine Corps is transferred, an original and three copies of transfer pay account will be prepared by the disbursing officer after the receipt by him of NMC–90, which should be furnished by the commanding officer of the organization to which the man is attached. The disbursing officer will certify and forward the original and two copies of the account to the disbursing officer of the ship or station to which the man is transferred, the original to be filed with the account where taken up, the duplicate to be receipted and returned to the disbursing officer from whom received for file with the roll from which transferred.

(*b*) In cases where Navy enlisted men are transferred between disbursing officers of the Marine Corps, transfer pay accounts and receipted transfer pay accounts are not required to be filed with the disbursing officers' returns.

[C. M. C. M. 3.]

## 30–24 to 30–52

## SERVICE-RECORD BOOKS

## 30–53

(1) **Entry of pay data in service-record books.**—Commanding officers of marines ashore and afloat charged with the keeping of the service-record book of any marine will immediately after the payment of each monthly pay roll cause to be entered and verified without delay, in the space provided in the service-record book, a record of the payment or settlement as shown by the pay roll as audited and settled by the paymaster concerned, entering balance "Overpaid" or "Unpaid" if any; and if none, entering by means of stamp the words "Paid in full" through the space provided for the entering of such balances.

(2) At the time of the transfer of an enlisted man whose pay-account record, as shown in the service-record book, stands overpaid or due and unpaid at date of last settlement, care will be taken to see that such balances agree with the pay roll upon which such settlement appears. If correct, the entry (in figures only) will be initialed in the opposite space by the commanding officer having charge of the record. If not correct, proper correction will be made in the figures and immediately on the line following an entry will be made thus: "Corrected to read—Overpaid ——— dollars," or "Corrected to

read—Due and unpaid ——— dollars," as the case may be, writing such amount in words, this entry to be signed by the commanding officer concerned.

## 30–54

**Transfers.**—When a marine is transferred from one station to another his service-record book should, under the proper headings, contain the dates of promotions and reductions, with the reasons for the latter; the dates of beginning and ending of any special details, as cook or messman; the record of last settlement or payment of the marine, including balances, if any, as shown by the last pay roll audited and settled by the officer carrying the accounts of ship or station; and a complete record of all matters affecting his pay. (See art. 4–10 (1).)

## 30–55

**Checkages.**—In taking up accounts from the service-record book of men who join by transfer, the book should be examined for post-exchange checkages and other checkages pending. These checkages must be made on current rolls if subsequent to date of last settlement.

[Pages 1001–1004 omitted.]

(*r*) Where enlisted men at shore stations are entitled to commutation of rations only the first roll upon which credit appears will show: "Rats com at $——— per diem, since ———, 19—, by auth of ———(dated)———, 19—. Rats in kind not furn dur any portion of prd cred" or "Rats in kind furn for ———(dates)———." Subsequent rolls need show only that rations were not furnished during any portion of period credited and dates for which furnished, if any.

(*s*) *One-fourth additional pay.*—Where enlisted men serving afloat are entitled to one-fourth additional pay for detention beyond expiration of enlistment by order of C. O. under the provisions of 34 U. S. C. 201: "Art. 30–52 (*s*) applies."

(*t*) *Active duty, M. C. Reserve.*—Where members of the Marine Corps Reserve are assigned to active duty for training, or to active duty in time of war or national emergency, their accounts will be separately taken up under their proper class at the end of the rolls of the organization with which they are serving, the first pay roll after reporting for active duty only will show: "Reported for active duty ———, 19—, per order (number, if any) of ———, dated ———, 19—." When detached from active duty the roll will show: "Detached from active duty ———, 19—." A similar procedure should be followed in the case of retired enlisted men assigned to active duty under the act of August 29, 1916.

(*u*) No notations on pay rolls, either under "Remarks" or over the men's names, regarding "Deposits" and "Allotments" will be required, except upon first joining by transfer from other rolls or from another paymaster, when the word "Deposits" and "Allotments," if any, will be noted over the name to indicate to the new paymaster that he should receive a deposit book or a transfer allotment in such a case. Otherwise checkage of the proper amount in the place and manner indicated under "Debits" on the pay roll will be sufficient.

(*v*) Where men are entitled to $2 per month additional pay for "Medals of honor," "Distinguished-service crosses," "Distinguished flying crosses," or "Distinguished-service medals" the first roll upon which credit appears will show: "Awd. (Med. of H, D S C, D F C, or D S M, date of distinguished act or service)." Subsequent rolls need show only the abbreviated notation, "Med. of H," "D S C." "D F C," or "D S M," in the space provided opposite the credit. (34 U. S. C. 433).

(*w*) Where men are entitled to additional pay as Navy mail clerks or asst. Navy mail clerks, the pay roll on which first credit is made will show: "Apptd. N. M. Clk. (or asst. N. M. Clk.) fr. ———(date). Auth. let. P. O. D. dated ———(date). Oath of office and bond executed. Approved allowance of command ———(number). Entered upon duties as N. M. Clk. or A. N. M. Clk. ———(date)."

Subsequent rolls need only show "N. M. Clk." or "A. N. M. Clk." opposite the credit and in remarks the approved allowance of command.

In the event a Navy mail clerk is handling money-order service the above remarks will be supplemented by adding: "Handling M. O. service."

(*x*) *Government property.*—When men are to be checked for loss of or damage to Government property by their having acknowledged responsibility for same or having been held responsible by a board of survey, the roll will show under remarks: Ckd. $———(amount) for Govt. prop. per req. ———(name of officer making request) ———(date) or ckd. $———(amount) for Govt. prop. per board of survey app. ———(date)." (NOTE.—No itemization of articles being necessary.)

(*y*) *Transportation, etc.*—Where men are checked for transportation, berth, lodging, etc., the following remarks, as appropriate, will be shown on roll: "Ckd. $———(amt.), per req. of ———(name of officer making req.)———(date), for trans. $———(amt.), Req. No. ——— (points between which trans. was furnished), berth $———(amt.). Req. No. ———, lodging $———(amt.), subsistence $———(amt.), transfers $———(amt.). Travel commenced ——— (date)———."

(*z*) *Travel allowance on extension of enlistment.*—Where enlisted men are entitled to travel allowance on extension of enlistment "Ext. enl. for ——— years to ———(date of termination) 1st Ext. Ser. at ——— when orig. enl. exp. Acc. for enl. at ———. Cr. trav. allow. fr. ——— to ———, ——— miles at 5 cents per mile $———."

## SERVICE-RECORD BOOKS

### 30–53

(1) **Entry of pay data in service-record books.**—Commanding officers of marines ashore and afloat charged with the keeping of the service-record book of any marine will immediately after the payment of each monthly pay roll cause to be entered and verified without delay, in the space provided in the service-record book, a record of the payment or settlement as shown by the pay roll as audited and settled by the paymaster concerned, entering balance "Overpaid" or "Unpaid" if any; and if none, entering by means of stamp the words "Paid in full" through the space provided for the entering of such balances.

(2) At the time of the transfer of an enlisted man whose pay-account record, as shown in the service-record book, stands overpaid or due and unpaid at date of last settlement, care will be taken to see that such balances agree with the pay roll upon which such settlement appears. If correct, the entry (in figures only) will be initialed in the opposite space by the commanding officer having charge of the record. If not correct, proper correction will be made in the figures and immediately on the line following an entry will be made thus: "Corrected to read—Overpaid ——— dollars," or "Corrected to read—Due and unpaid ——— dollars," as the case may be, writing such amount in words, this entry to be signed by the commanding officer concerned.

### 30–54

**Transfers.**—When a marine is transferred from one station to another his service-record book should, under the proper headings, contain the dates of promotions and reductions, with the reasons for the latter; the dates of beginning and ending of any special details, as cook or messman; the record of last settlement or payment of the marine, including balances, if any, as shown by the last pay roll audited and settled by the officer carrying the accounts of ship or station; and a complete record of all matters affecting his pay. (See art. 4–10 (1).)

### 30–55

**Checkages.**—In taking up accounts from the service-record book of men who join by transfer, the book should be examined for post-exchange checkages and other checkages pending. These checkages must be made on current rolls if subsequent to date of last settlement.

### 30–56

**Where balances are shown** care should be taken at the time of transfer to see that such balances agree with the pay roll upon which last settlement appears. If transfer occurs after submission of the pay roll but before settlement is made, the amount stated for payment should be shown in the service-record book as "Due and unpaid," and in event that an error is developed upon the disbursing officer's audit of the roll in any balance overpaid or unpaid, so noted in the service-record book, the disbursing officer concerned should immediately, upon being informed of the transfer, request a checkage or credit of the necessary amount properly to adjust the error in question.

### 30–57

**Deposit account.**—The entries under the heading "Deposit account" in the service-record books should be made by marine officers, commanding, or noncommissioned officers in charge of the post or detachment.

### 30–58

**Entry of court-martial checkages.**—All the necessary information pertaining to court-martial checkages will be entered in the service-record book in the space provided for that purpose.

### 30–59

In cases where men join the command and the date of last settlement in the service-record books is so remote as to make it appear that a settlement had actually been made subsequent to the date shown in the book the commanding officer should immediately take steps to ascertain the correct date of settlement.

### 30–60

In the event of the loss of the service-record book of any man en route between ships or stations on transfer, the commanding officer of the post or detachment where the marine joins will immediately apply to the man's previous commanding officer for the data necessary to take up properly the account on his rolls. In the meantime (while awaiting this information) the man's name will be taken up on each roll rendered, subsequent to his joining, with the following notation under "Remarks": "No account received application made therefor ______(date), 19__."

## 30-61

Men who are stated on pay rolls for pay and are transferred before payment of command will be given full credit for such pay in the space provided for "Pay account record" in the service-record book, less any amount they may have requested credited to their deposit accounts, or deducted in favor of the post exchange, proper alteration being made at the time of transfer on memorandum rolls.

## 30-62 to 31-0

## Chapter 31

# GENERAL ACCOUNTING OFFICE

### 31–1

**Establishment.**—"There is created an establishment of the Government to be known as the General Accounting Office, which shall be independent of the executive departments and under the control and direction of the Comptroller General of the United States" (31 U. S. C. 41).

### 31–2

"All powers and duties now conferred or imposed by law upon the Comptroller of the Treasury or the six auditors of the Treasury Department * * * shall, so far as not inconsistent with this Act, be vested in and imposed upon the General Accounting Office and be exercised without direction from any other officer. The balances certified by the Comptroller General shall be final and conclusive upon the executive branch of the Government. The revision by the Comptroller General of settlements made by the six auditors shall be discontinued, except as to settlements made before July 1, 1921" (31 U. S. C. 44).

### 31–3

**Duties of General Accounting Office.**—The General Accounting Office, Audit Division, shall receive and examine all accounts relating to the Marine Corps, and all other business within the jurisdiction of the Department of the Navy, and certify the balances arising thereon to the Division of Bookkeeping and Warrants, and send forthwith a copy of each certificate to the Secretary of the Navy. The General Accounting Office, Audit Division, may suspend items in an account in order to obtain further evidence or explanation necessary to their settlement. The balances certified by the General Accounting Office, Audit Division, upon the settlement of public accounts shall be final and conclusive upon the executive branch of the Government, except that any person whose accounts may have been settled or the head of the executive department to which the account pertains may within a year obtain a revision of said settlement by the Comptroller General of the United States. Any person accepting payment under settlement by the General Accounting Office, Audit Division, shall be thereby precluded from obtaining a revision of such settlement as to any items upon which payment is accepted (31 U. S. C. 72, 74).

## 31–4

**Exceptions.**—After examination of a disbursing officer's account the General Accounting Office advises him of any differences by a "Notice of exception" setting forth wherein a voucher is deemed deficient. The "Exceptions" are usually for explanation or more evidence in order that the voucher may be passed for credit. The explanation or evidence may be supplemented by argument, when furnished; or, the "Exception" may be appealed to the Comptroller General for review through the Paymaster or the Quartermaster, as appropriate. Replies to notices of exceptions will be made in accordance with the provisions of General Accounting Office General Regulation No. 93, dated March 1, 1940, published in 19 Comp. Gen. 1048. [C. M. C. M. 3.]

## 31–5

(1) **Disallowances** are exceptions which have not been removed. They usually appear on a statement of difference issued at certain intervals by the General Accounting Office. Their removal may be effected by (1) appeal to the Comptroller General; (2) claim in the Court of Claims (28 U. S. C. 250); (3) by the Secretary of the Navy where the loss or deficiency was incurred in line of duty and without fault or negligence on the part of the disbursing officer, under the Act of July 11, 1919 (31 U. S. C. 105); (4) by the disbursing officer making good such amounts from his personal funds, which he is required to do if the disallowances are not removable by any other method.

(2) A deposit by an officer to the credit of the Treasurer of the United States at the request of an auditor of an amount of pay disallowed by the latter, and a covering of the same into the Treasury, does not amount to a voluntary payment and does not preclude the officer from an appeal to the Comptroller of the Treasury from the settlement of the auditor (19 Comp. Dec. 372).

## 31–6

Application to the Comptroller General of the United States, under the Act approved July 31, 1894 (31 U. S. C. 74), for his decision upon any question involving a prospective payment, shall be forwarded through the Paymaster or the Quartermaster to the Navy Department for transmittal to that officer.

## 31–7

**Accounts pending before auditor.**—"The Comptroller of the Treasury is not authorized to render decisions to disbursing officers upon questions of law pertaining to payments which have been made by them, which are items in accounts pending before the auditor" (5 Comp. Dec. 727).

### 31-8

**Court of Claims.**—Action may be brought in the United States Court of Claims for recovery of funds made good in accordance with disallowances which the Comptroller General of the United States has refused to remove.

### 31-9

**Reopening decisions.**—"A Comptroller can reopen the decisions of his predecessors only for fraud, mistake in matters of fact arising from errors in calculation, or newly discovered material evidence" (Bu. Memo. 152, p. 2819; Comp. Dec. Sept. 30, 1913).

### 31-10

**Payment of doubtful claim.**—A disbursing officer who pays a claim about which there may be any doubt without availing himself of the Comptroller's ruling, which, whether right or wrong, protects the officer fully, can have no just ground for relief (4 Comp. Dec. 3).

### 31-11

**When disbursing officer or department head requests decision.**—A disbursing officer is entitled to ask a decision when the question he presents is involved in an account which he has, by general or special instruction, been directed to pay. When the expense has not yet been incurred, but the decision of the Comptroller General of the United States is desired for the guidance of the department in the use of its appropriations, the question upon which a decision is desired should be submitted by the head of the department (1 Comp. Dec. 500).

### 31-12

**Hypothetical cases.**—"The Comptroller General of the United States would not be justified * * * to render a decision upon a hypothetical case involving only a question of law, and his decision of such a question would not be official if rendered, and would afford no legal protection to a disbursing officer making payment under it" (Comp. Dec. Feb. 16, 1903).

### 31-13

**Information to be given in requests for decision.**—"To enable the Comptroller of the Treasury to render to disbursing officers or the head of any executive department, or other establishment not under any of the executive departments, advance decisions upon any question involving a payment to be made by them or under them under section 8 of the act of July 31, 1894 (28 Stat. 208), there should be submitted to him not only the account presented for payment but all material facts and evidence necessary to support the same. The person submitting the request for decision should in all cases indicate the particular point or question upon which the decision is desired" (18 Comp. Dec. 457).

### 31–14

"**An advance decision** by the Comptroller of the Treasury determines only questions of law, not of fact, the conclusion of law being predicated, for the purposes of the decision, upon an assumed state of facts" (22 Comp. Dec. 421).

### 31–15

"**The jurisdiction of the Comptroller** of the Treasury to decide questions submitted by heads of departments is limited to matters involving payments to be made by them or under their authority, and does not extend to the decision of questions involving collections to be made and damages alleged to be due the Government from a telegraph company" (22 Comp. Dec. 324).

### 31–16

**Disallowances repaid by disbursing officers.**—If a disbursing officer of the Government has repaid to the Government an amount disallowed by the auditor, the comptroller has no authority to consider the item, as same is not an outstanding difference. Such disbursing officer, however, has authority to submit a claim for the amount so checked to the auditor, and, if dissatisfied with that officer's action, to appeal to the comptroller within 1 year, provided he does not accept payment of the amount allowed by the auditor as to any item on which he desired revision (Appeal No. 19063; decision by Asst. Comptroller Mitchell, Aug. 18, 1911).

### 31–17

**Disallowances refunded to disbursing officer.**—After an amount disallowed in a disbursing officer's account has been refunded to him by the person to whom payment was made, the disbursing officer has no such interest as will authorize an appeal from the settlement of the auditor as to said disallowances (7 Comp. Dec. 666).

### 31–18

**Bound volumes of decisions.**—Each regularly established office of the Paymaster and Quartermaster Departments has been furnished with a complete set of bound volumes of decisions of the Comptroller of the Treasury and the Comptroller General of the United States, and additional volumes will be furnished from time to time as they are published; these sets should not be taken from the office upon transfer but should be left as a part of the permanent records of that office.

### 31-19

**Approval of blank forms** for the keeping and rendering of public accounts must be obtained from the Comptroller General before adoption, and disbursing officers desiring any change made in such forms should submit a sample in duplicate of the form, amended as desired, to the Paymaster or Quartermaster, as appropriate, who will, if he deems proper, submit same to the Comptroller General for his approval.

### 31-20

"**An adverse advance decision** rendered by the Comptroller General on the request of the head of an executive department with respect to a claim and based on an assumed statement of facts, does not affect the right of the claimant to have his claim settled by the accounting officers of the Treasury Department on the actual facts as they may be shown to exist, and the executive department concerned should, in the interest of the Government, refer the claim for settlement to the proper auditor of the Treasury Department immediately after the rendering of such decision when all the evidence with respect to the claim is readily available" (23 Comp. Dec. 723).

### 31-21

The action of an auditor on a particular item included in a settlement by him is subject to revision by the comptroller under and in accordance with the conditions of the act of July 31, 1894 (31 U. S. C. 74); and such an item cannot be made the basis of a new or supplemental claim for settlement by the auditor, notwithstanding the fact that the action of the auditor with respect to that item in the original settlement was based on a misapprehension of the facts (23 Comp-Dec. 379).

### 31-22

(1) **Refund of an amount disallowed** cannot be demanded of a claimant before revision by the comptroller unless the auditor's action is accepted as final (24 Comp. Dec. 96).

(2) The action of a claimant in refunding an amount disallowed by an auditor, although under protest and reserving the right of appeal , precludes a revision of the account by the Comptroller of the Treasury (24 Comp. Dec. 109).

### 31–23

**Request for rehearing—new evidence required.**—When a claimant for reimbursement under the act of March 3, 1885 (23 Stat. 350), of the value of property lost in the military service failed to submit with his application sufficient evidence to establish his claim, and after recourse to the courts applied to the comptroller for rehearing, accompanying said application with evidence which was in his possession but not presented at the time of his original application, such evidence is not newly discovered and does not authorize a reopening of the case (26 Comp. Dec. 53).

### 31–24

As there is no authority of law for any payment under an auditor's settlement otherwise than in full satisfaction of the item or items upon which such payment is made, a claimant who accepts payment under an auditor's settlement cannot, by entering formal protest against the sufficiency of the payment and stating that the amount received will be applied as partial payment, preserve his right to have the settlement revised by the Comptroller of the Treasury within 1 year, under section 8 of the act of July 31, 1894 (28 Stat. 208), as though he had not accepted payment (27 Comp. Dec. 682).

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